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ABSTRACT

This directory of 242 courses, workshops, and institutes of continuing education programs for library/information/media personnel, is based on the results of a survey administered to colleges and universities, state agencies, and professional associations. The first and largest of five sections identifies specific courses and provides such course information as objectives, location, teacher, enrollment requirements, prerequisite coursework, delivery system types, supportive material, credit hours, fees, and a contact person. Subject areas of courses include: automation and data processing, programs for library technicians, materials and services for children and administration, cataloging and classification, and school media librarianship. The second section is a guide to the geographic locations of continuing education programs, whereas the third is an index to the primary sponsors of the courses. Individual leaders are indexed in the fourth section by last name, and by the subject areas of programs they teach. Provided in the last section are discussions and summary statistics on the numbers of programs offered, faculty involved, and types of sponsors offering programs. The number of courses in major content areas are ranked and the teacing methods and presentation modes of programs are indicated. Eight tables are provided. (RBF)

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# 1980 DIRECTORY OF
# CONTINUING EDUCATION OPPORTUNITIES FOR
# LIBRARY-INFORMATION-MEDIA PERSONNEL

Compiled by

CLENE, Inc.

The Continuing Library Education
Network and Exchange

1980

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## SECTION I

## Continuing Education Opportunities by Subject Areas

The first and largest portion of this Directory consists of information about courses, workshops, institutes, and other programs designed for the continuing education of library/information/media personnel, arranged by subject content.

The information was collected by sending requests to library/information/media education schools in colleges and universities, to state agencies, and to professional associations. Every effort was made to include all the pertinent information received.

The listings in this section are arranged alphabetically by subject area, and within each area, by state, and then alphabetically by institution. Inclusion in the Directory does not imply an endorsement of the program or a judgement with regard to quality. An index at the end of the Directory cross references the programs by program content.

Some listings indicate past offerings. These are intended to give the prospective participant an idea of the kind of opportunity that may be available from a given institution.

Every effort has been made to present enough information about opportunities so that a prospective student can gain some idea in advance whether or not the program is designed to meet his or her needs. In all cases, direct correspondence with the principal sponsor is the best way to get complete and accurate information about programs in which you are interested.

CLENE invites information about new or ommitted programs for inclusion in the next edition of the Directory or in the monthly listing, The Continuing Education Communicator.

## DISTRICT OF COLUMBIA

### COMMUNITY/JUNIOR COLLEGE LIBRARIANSHIP

Objectives:

This course should help students to:

- --understand the setting in which the community college library functions
- --understand how community college libraries function; to develop a general knowledge of the unique features of community college libraries
- --to identify current and future trends, problems, and issues in community college librarianship
- --to understand the role of library personnel in the community college setting

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor(s): Same as above
Teacher/Leader: Ruth J. Person, Assistant Professor, The Catholic University of America
Time: August 31, 1980 to December 17, 1980; Weekly; 37.5 contact hours; 112.5 hours of student preparation time
Maximum Enrollment: 10
For: MLS students, Librarians with MLS or more, Operating Librarians without MLS
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Introduction to Management
Type of Delivery Systems: Classroom presentation; Seminar
Supportive Methods: Case study materials; Discussions; Lectures; On-site visits; Overhead projection; Reading materials
Descriptive Materials: Catalog
Credit: Grad. Credit (3); Credit toward Post-MLS Certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: $420
Person to Contact: Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064, 202/635-5085

**Community College Librarianship
**Administration & Management

# ADMINISTRATION AND MANAGEMENT

## DISTRICT OF COLUMBIA

### LIBRARY MANAGEMENT SKILLS INSTITUTE

Objectives:

During the Institute, participants will:

- --identify skills needed to improve performance as supervisors and managers
- --acquire understanding of managerial concepts and practices
- --apply what they learn to a specific operational problem which they help define
- --begin developing a project which helps them apply what they learn to their jobs after the Institute

At: Varies each year
Sponsor: Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036
Teacher/Leader: Office of Management Studies Staff, ARL
Time: 4 day program; 26-30 contact hours; 4 hours preparation; participants meet daily; this course has been presented 7 times; application deadline - 15 days prior to Institute
For: Administrators; Middle Managers
Level: Intermediate
Enrollment Requirements: Information not provided
Prerequisite Coursework: Readings prior to program
Type of Delivery System: Continuous, Institute
Supportive Methods: Case study materials, Diagnostic tests, Discussions, Games, Lectures, Problem sets and exercises
Descriptive Materials: Brochure
Credit: Continuing Education Units (2.5)
Recognition: None
Evaluation of Program: By participants
Fees: Tuition - $200.00
Person to Contact: Deanna Marcum, Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036; 202/232-8656

## DISTRICT OF COLUMBIA

### THE DYNAMICS OF WORK GROUPS IN LIBRARIES

Objectives:

> To present concepts of group dynamics and interpersonal relationships as applied to work groups in libraries; to help library managers develop meaningful work groups; to train library managers to conduct problem identification and problem solving sessions, including setting of goals; to demonstrate ways of working with groups to develop meaningful criteria for measuring outcomes of group effort.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor(s): Same as above
Teacher/Leader: Duane E. Webster, Director, Office of Management Studies, Association of Research Libraries
Time: 15 days; From 8/31/80 to 12/17/80; 35 contact hours; 105 hours student preparation time; Total hours (140); Weekly
Maximum Enrollment: 60
For: Librarians with MLS or more; Administrators; Managers
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Intermittent
Supportive Methods: Case studies; Discussions; Lectures; Question and answer; Role-playing exercises; Reading materials
Descriptive Materials: Catalog; Syllabus
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS Certificate (3); No credit option
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064, 202/635-5085

**Human Resource Development

## DISTRICT OF COLUMBIA

### LIBRARY SIMULATION FOR THE MANAGEMENT OF A SPECIAL LIBRARY

Objectives:

To provide practicing librarians insight into alternatives in management and administration of special libraries; to improve administrative practices. Upon successful completion of the course, students should be able to:

--handle communication problems in special library situations
--deal more effectively with personnel problems
--perform better in the budgeting and planning processes of government and library operation within this framework
--apply alternatives in the handling of problems.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor: Same as above
Teacher/Leader: Frank Kurt Cylke, Chief, Division of Blind and Physically Handicapped, Library of Congress
Time: 15 days; from 1/10/81 to 5/6/81; approximately 37.5 contact hours; 75 hours student preparation time; 112.5 total hours; application deadline 1/9/81
Maximum Enrollment: 20
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Advanced
Enrollment Requirements: MLS degree; BA/BS degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Intermittent; offered on a regular basis each year; classroom presentation
Supportive Methods: Discussions, problems sets and exercises; role-playing exercises; simulation
Descriptive Materials: Brochure
Credit: Audit (0); Graduate credit (3); Credit towards Post-MLS certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, Graduate Department of Library and Information Science, The Catholic University of America, Washington, D.C., 202/635-5085

**Federal Librarianship
**Special Librarianship

# ADMINISTRATION AND MANAGEMENT

## DISTRICT OF COLUMBIA

### MOTIVATION: A VITAL FORCE IN THE ORGANIZATION - A Home Based Study Course for Library/Information/Media Personnel

Objectives:

The overall objective of the course is to provide the participant with a better understanding of the complexity of human behavior and the motivational climate in the library organization, and therefore, to enable the participant to contribute to the effective development of the human resources in the library, information, or media center. Upon completion of the course the participant should be able to:

--identify needs that individuals seek to satisfy in any organization
--implement programs, policies, and strategies which will allow individuals to satisfy these needs within the organization
--recognize the necessity for making the goals of the individual compatible with those of the organization
--assess one's own leadership style and its impact upon others in the organization
--create a better motivational climate in an organization
--identify one's own role and responsibility as a manager or supervisor in the development of staff members

At: Home or other place chosen by participant
Sponsor(s): The Catholic University of America, Home Study, Washington, D.C. 20064
Authors of Program: Fred Peterson, Ph.D.; Mary Chobot; Elizabeth Stone, Ph.D. Papers are graded by experienced graduate faculty members or practitioners in the field.
Time: At the time and pace of participant's choice; average time - 6 months
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Middle Managers
Level: Intermediate
Enrollment Requirements: BA/BS Degree; MLS or management experience and/or courses
Prerequisite Coursework: None
Type of Delivery System: Home Study or Home Study/Group Study

Supportive Methods: Case study materials; Problem sets and exercises; Reading materials; Selected materials for further study (including films, video cassettes, audio tape cassettes, transparencies); Question and answer

Descriptive Materials: Brochure

Credit: Continuing Education Units (5); Credit toward Post-MLS certificate (3)

Recognition: Grade; Certificate

Evaluation of Program: By participant

Fees: $300

Person to Contact: Dr. John J. Gilheany, Continuing Education,
The Catholic University of America, Washington, D.C. 20064
202/635-5256

**Human Resources Development

WASHINGTON, D. C.

## PERSONNEL MANAGEMENT

Objectives:

The course will develop in students an awareness of:

--the relationship of personnel management to the library as an organization
--the processes involved in personnel management, such as selection, development, and appraisal of performance
--the universal nature of personnel management activities, and especially of the commonalities of personnel management activities within different types of library organizations
--the framework in which personnel can be managed in a library setting and the constraints under which personnel management activities take place

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above; (202) 635-5085
Teacher/Leader: Dr. Ruth J. Person, Assistant Professor, Catholic University of America, Washington, D. C. 20064 (202) 635-5085
Time: 1/12/80-4/26/80; Weekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150.0 total hours; Offered on a regular basis annually; Program first offered 1980; Program been offered 1 time
Maximum enrollment: 20
For: MLS students
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Introduction to Management
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Case study materials; Discussions; Films; Games; Lectures; Overhead projection; Reading materials; Role-playing; Simulation methods; Slides/Filmstrips; Video tapes
Descriptive Materials: This course explores various areas of personnel utilization and management which directly affect library operations. Emphasis is given to human resource planning, the selection process, training and development of library employees, appraisal of performance, legal

implications of the personnel function, and aspects of labor relations which are relevant to the library setting.

The course is run as a seminar. Lectures on the major topics of the course are presented, but the majority of class time is devoted to discussion. Films, case studies, and group exercises are utilized.

Credit: Graduate Credit 3; Credit/No Credit (Pass/Fail) option 0; Credit toward Post-MLS Certificate 3; Units used: semester hours

Recognition: Grade

Evaluation of Program: By participants

Fees: $420

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064 (202) 635-5085

## ADMINISTRATION & MANAGEMENT

### LOUISIANA

### SUPERVISORY SKILLS FOR LIBRARIANS: MOTIVATION & DELEGATION

Objectives:

> This short course is designed to introduce participants to the processes and components of motivation and delegation in the library work environment. Participants are expected, at the completion of the course, to be able to describe motivation and delegation and to translate these descriptions into working skills.

At: Graduate School of Library Science, Troy H. Middleton Library, Staff Lounge, Baton Rouge, Louisiana 70803
Sponsor(s): Same as above; (504) 388-3158
Teacher/Leader: Jane Robbins Carter, Dean, Graduate School of Library Science, Louisiana State University, Baton Rouge, Louisiana 70803 (504) 388-3158
Time: 9:00 a.m. - 4:15 p.m.; Friday; 5 contact hours; 5 total hours; Offered on demand by developer/instructor. Availability: negotiable; Program first offered 9/80.
Maximum enrollment: 80
For: Information not given
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Discussions; Films; Lectures; Problem sets and exercises
Credit: Continuing Education Units (.5)
Recognition: Certificate
Evaluation of Program: Internal system of evaluation; By participants
Fees: $20
Person to Contact: Jane R. Carter, Graduate School of Library Science, Louisiana State University, Baton Rouge, Louisiana 70803

## ADMINISTRATION & MANAGEMENT

### MARYLAND

### INSTRUCTIONAL DEVELOPMENT ROLES FOR LIBRARY/MEDIA SPECIALISTS

Objectives:

This course focuses on three broad areas of inquiry:

- --socio-political dynamics of instructional planning, development and change as related to the roles of media specialists
- --theory, organization and management of instructional support services in the development of educational programs
- --theory and practice of evaluation in the context of instructional improvement projects

At: College of Library & Information Services, University of Maryland, College Park, Maryland 20742

Sponsor(s): Same as above

Teacher/Leader: Kerry A. Johnson, Ph.D., Assistant Professor, University of Maryland, College Park, Maryland 20742 (301) 454-2590

Time: Weekly; 45 contact hours per semester; Offered on a regular basis semiannually; Program first offered Summer of 1979; Program been offered 2 times

For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Middle managers; Media Specialists

Level: Intermediate

Enrollment requirements: None

Prerequisite coursework: None given

Type of Delivery System: Classroom Presentation; Independent Study (e.g., knowledge packages, programmed learning, etc.); Seminar

Supportive Methods: Case study materials; Discussions; Films; Games; Lectures; Overhead projection; Problem sets and exercises; Question-and-answer; Reading materials; Role-playing; Simulation methods; Tests; Video tapes

Descriptive Materials: Through involvement in this course students will be able to:

- --describe the major elements, functions, activities, constraints and sources contributing to the dynamics of change in institutions such as schools, libraries, and information agencies
- --outline and describe the major instructional development models in the context of systems analysis

--demonstrate an understanding of the dynamics of client-developer, client-evaluator relationships through such means as simulation exercises

--describe the similarities and differences between instructional development, faculty development and organizational development in relation to the role of media personnel in various information settings

--critically observe and analyze examples of instructional development programs in selected contexts such as higher education, public library, or school

--clearly articulate the basic ideas of at least three major learning theorists (e.g., Piaget, Skinner, Ausebel) as they relate to the development of instruction

--discuss the implications of learner characteristics such as aptitude, learning style, and cognitive style for the design of instructional materials and programs

--discuss the interaction of teaching styles and classroom climate with instructional effectiveness

--analyze and discuss alternative teaching/learning strategies and instructional formats in terms of instructional conditions, instructional effectiveness, cost effectiveness and teacher and student satisfaction

--analyze and discuss techniques for needs assessment of various client groups

--outline the philosophical and methodological framework of the growing theories of evaluation

--understand, design, implement, analyze and report an evaluation by applying common strategies for conducting program, course and/or unit instructional evaluations

**Credit**: Graduate credit 3; Credit toward Post-MLS Certificate 3

**Recognition**: Letter if requested

**Evaluation of Program**: Internal system of evaluation; By participants

**Fees**: Tuition

**Person to Contact**: Information not provided

**Public
**School/Media
**Media: Design & Production

## ADMINISTRATION & MANAGEMENT

### MARYLAND

### LBSC 488E PROGRAM PLANNING AND EVALUATION

Objectives:

> An introduction to the concepts, techniques and problems of program planning and evaluation. Opportunities will be provided to critically review and analyze PP&E programs developed for specific kinds of library settings, e.g., public, academic and school, in accordance with participants' interests.

At: College of Library and Information Services, University of Maryland, College Park, Maryland 20742
Sponsor(s): Same as above
Teacher/Leader: James W. Liesener, Professor, College of Library and Information Services, University of Maryland, College Park, Maryland 20742 (301) 454-2374
Time: 7/28/80-8/8/80; M-W-F; 2 1/2 contact hours per class; 2 1/2 preparation hours per class; Offered on demand by developer/instructor; Program first offered 1980
Maximum enrollment: 20
For: Information not given
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials
Credit: Graduate Credit (1) or Undergraduate Credit(1); Units used: semester hours
Recognition: Grade
Evaluation of Program: Internal system of evaluation; By participants
Fees: Graduate Credit - Maryland resident - $60; nonresident - $111; Undergraduate credit - Maryland resident - $50; nonresident - $65
Person to Contact: Teacher (301) 454-2374

**Evaluation (Techniques & Methods)
**Needs Assessment

## ADMINISTRATION AND MANAGEMENT

### MARYLAND

### LIBRARY ADMINISTRATORS DEVELOPMENT PROGRAM

Objectives:

> The program is designed to further the managerial sophistication of library administrators by placing them in an environment conducive to learning and introspection where they are able to examine theories, concepts and issues central to organization and management and relate them to library administration.

At: Donaldson Brown Center, Port Deposit, Maryland 21904
Sponsor(s): College of Library and Information Services, University of Maryland, College Park, Maryland
Teacher/Leader: Dr. John Rizzo, Professor, Western Michigan University, Kalamazoo, Michigan
Time: 12 days; 5/4-16/80; Daily; Course/program presented 13 times to date; Offered on a regular basis each year
For: Librarians with MLS or more; Administrators
Level: Advanced
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Readings prior to program
Type of Delivery System: Workshop
Supportive Methods: Audio tapes or cassettes; Case study materials; Games; Lectures; Overhead projection; Problem sets and exercises; Question and answer; Reading materials; Role-playing exercises
Descriptive Materials: Brochure
Credit: No credit
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $1,095
Person to Contact: Mrs. Effie T. Knight, College of Library and Information Services, University of Maryland, College Park, Maryland 20742; 301/454-6080

**Education for Librarianship
**Training

## OHIO

### ADVANCED LIBRARY ADMINISTRATORS ALUMNI CONFERENCE

Objectives:

Engage in an intensive discussion of:

--Supervision of employees
--Managing creativity
--Problem solving
--Management by objectives as applied to libraries

At: Institute for Business and Educational Services, Miami University, Oxford, Ohio
Sponsor(s): Same as above
Teacher/Leader: Harry F. Brooks, Director, Institute for Business and Educational Services, Miami University
Time: 4 days; 7/27-31/80; 24 contact hours; 6 hours preparation time; Participants meet daily; Program has been presented one time to date; Application deadline - July 1, 1980
For: Administrators; Middle Managers
Level: Advanced
Enrollment requirements: Must have attended Miami University Library Administrators Conference or equivalent sessions
Prerequisite Coursework: None
Type of Delivery System: Continuous; Offered on a regular basis each year; Classroom presentation; Clinic; Seminar; Workshop
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Question and answer; Role-playing exercises
Descriptive Materials: Brochure
Credit: Continuing Education Units (2.5)
Recognition: Certificate
Evaluation of program: By participants
Fees: To be determined
Person to contact: Harry F. Brooks, Director, Institute for Business and Educational Services, Miami University, Oxford, Ohio 45056; 513/529-4129

**Human Resources Development

## OHIO

### EXECUTIVE DEVELOPMENT PROGRAM FOR LIBRARY ADMINISTRATORS

Objectives:

Determine the roles and responsibilities of the Library Administrator
Increase productivity and the management of time for Library staff
Engage planning and organizing for results in Libraries
Motivate and stimulate others to increased performance
Promote employee development through appraisals and coaching
Managerial challenges ahead
Identify effective leadership patterns and practices for Librarians

At: Institute for Business and Educational Services, Miami U.
Sponsor(s): Same as above
Teacher/Leader: Harry F. Brooks, Director, Miami University
Time: 5½ days; 7/13-19/80 and 7/20-26/80; 40 contact hours; 15 hours preparation time; course/program has been presented 10 times to date; Application deadline - June 15, 1980
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Middle Managers
Level: Intermediate
Enrollment Requirements: One to three years experience in library and information science field
Prerequisite Coursework: None
Type of Delivery System: Continuous; Offered on a regular basis each year; Classroom presentation; Seminar; Workshop
Supportive Methods: Case study materials; Diagnostic tests; Discussions; Films; Games; Lectures; Overhead projections; Panel presentations; Question and answer; Reading materials; Role-playing exercises; Simulation methods
Descriptive Materials: Brochure
Credit: Continuing Education Units (4)
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $395.00, Lodging and meals included, on-campus
Person to Contact: Harry F. Brooks, Director, Miami University, Oxford, Ohio 45056; 513/529-4129

**Human Resources Development

## ILLINOIS

### ADULT EDUCATION AND SERVICES IN THE PUBLIC LIBRARY

Objectives:

> A survey of the adult education movement and its gradual evolvement into adult services. Discussion of new trends in adult education, services, and current literature.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: P. Williams, Associate Professor, Rosary College Graduate School of Library Science
Time: Tuesday and Friday; from 6/30/80 to 8/8/80; 30 contact hours; Offered annually
For: Librarians with MLS or more, Operating Librarians without MLS
Level: Graduate
Enrollment Requirements; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Reading materials; Slides/Filmstrips; Tests
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305; 312/366-2490 ext. 324

## ADULTS, MATERIALS AND SERVICES FOR

## MICHIGAN

### INSTITUTE ON PUBLIC LIBRARIES AND NEW DIRECTIONS FOR ADULT SERVICES

Objectives:

--to present to participants a discussion of the demographic, economic, sociological, cultural and educational setting of the public library with an emphasis on changes in society which will (or should) affect public libraries

--to highlight the diversity of adult services by focusing on 1) an overview of adult services, 2) services to meet the life long learning needs of adults, 3) traditional and newer forms of information services, 4) programming for adults based on local needs and interests

--to look at the future of adult services, with diverse options and opportunities for adult services with the library as a responsive and catalytic agency

At: Michigan League, University of Michigan, Ann Arbor, Michigan 48109
Sponsor(s): School of Library Science, University of Michigan, Ann Arbor, Michigan 48109 (313) 763-2286; 763-1569
Teacher/Leader: Roger C. Greer, Director, Community Analysis Research Institute, University of Southern California; Bernice MacDonald, New York Public Library; Jacqueline Thresher, Westchester (NY) County Public Library; Carolyn Anthony, Baltimore County Public Library, Towson, Maryland; Arthur Curley, Detroit Public Library; Margaret E. Monroe, University of Wisconsin
Time: Daily; 6 contact hours; Program first offered 5/16/80; Program been offered once
Maximum enrollment: 100
For: Librarians with MLS or more
Level: Intermediate
Enrollment requirements: None
Prerequisite coursework: None given
Type of Delivery System: Workshop; Lecture; Group discussion
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Panel presentations; Exhibits
Descriptive Materials: See accompanying preliminary brochure
Credit: No credit awarded
Recognition: Information not provided

Evaluation of Program: Internal system of evaluation
Fees: To be determined
Person to Contact: Joan C. Durrance, School of Library Science - University of Michigan, Ann Arbor, Michigan 48109 (313) 763-1569, 763-2286

**Public
**Library as a Social Organization
**Public Services

## ADULTS, MATERIALS AND SERVICES FOR

### NEW JERSEY

### LIBRARY SERVICES FOR OLDER ADULTS

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--analyze libraries as systems with interrelated subsystems
--analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques

The workshops will provide the basis for planning library services for older adults by addressing the following:

- what service providers need to know about older adults
- how to do a rudimentary needs assessment and community analysis
- why and how to plan and deliver services in cooperation with other community agencies
- how to adapt I&R, readers and learners advisory service, and programming for older adults
- how to plan and deliver services for the institutionalized, impaired, and shut-in elderly

At: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903
Sponsor(s): Same as above; (201) 932-7169
Teacher/Leader: Eleanor Smith, Adjunct, Rutgers GSLIS
Time: 5/22/80-5/24/80; Daily; 18 (?) contact hours
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Middle managers; Adult educators; Senior citizen service personnel
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: None given
Type of Delivery System: Workshop
Supportive Methods: Case study materials; Diagnostic tests; Discussions; Films; Lectures
Credit: Information not provided
Recognition: Information not provided
Evaluation of Program: By participants

Fees: To be determined
Person to Contact: Jana Varlejz, Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903

**Public Services
**Outreach

# AGING, MATERIALS AND SERVICES FOR

## MARYLAND

### LIBRARY AND INFORMATION SERVICES TO THE AGED

Objectives: Information not provided

At: University of Maryland, College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: M. M. Reynolds, Professor, University of Maryland, College Park
Time: Intermittent; 3 contact hours per week; Preparation time 9 hours per week; Course/program has been presented one time to date
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Seminar
Supportive Methods: Field Experience
Descriptive Materials: Syllabus
Credit: Graduate credit
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $60 per credit hour, MD residents; $111 per credit hour, non-residents
Person to Contact: M. M. Reynolds, 301/454-4854

**Disadvantaged, Materials and Services for
**Handicapped, Materials and Services for

## AGING, MATERIALS AND SERVICES FOR

### NEW JERSEY

### 611:543 LIBRARY SERVICES FOR OLDER ADULTS

Objectives:

Directed readings, lectures, discussions, and field visits will focus on the study of the special needs and potential of older adults and the kinds of services to the elderly appropriate for libraries to offer their communities.

At: Rutgers Graduate School of Library & Information Studies, 4 Huntington, New Brunswick, NJ 08901
Sponsor(s): Same as above
Teacher/Leader: Eleanor Touhey Smith, Consultant
Time: Spring or Fall Semester; 40 contact hours; participants meet weekly for 16 weeks
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: None
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate credit; Credit toward Post-MLS Certificate (3)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition - $150 for NJ residents; $210 for non-residents; Other Fees - $26.25
Person to Contact: Director, Professional Development Studies 201/932-7169

**Disadvantaged, Materials and Services for
**Handicapped, Materials and Services for

# ARCHIVES

## DISTRICT OF COLUMBIA

### ARCHIVAL LIBRARIANSHIP

Objectives:

> To acquaint students with archival principles and practices, with emphasis on accessioning, arrangement, description, preservation, and reference service, including special attention to handling such documents as photographs and maps. To compare the differences among archives, manuscript repositories, and libraries.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor: Same as above
Teacher/Leader: Dr. Herman Viola, National Anthropological Archives, Smithsonian Institution
Time: 15 days; From 1/10/81 to 5/6/81; 37.5 contact hours; 112.5 hours student preparation time; 150 total hours; Weekly; Application deadline 1/9/81
Maximum Enrollment: 15
For: Librarians with MLS or more
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Discussions; Laboratory work; Question and answer
Descriptive Materials: Brochure; Catalog; Syllabus
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS Certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Graduate Department of Library and Information Science, The Catholic University of America, Washington, D.C. 20064; 202/635-5085

## DISTRICT OF COLUMBIA

### ADVANCED ARCHIVES ADMINISTRATION: Preservation of Still Photographs

Objectives:

> To assist the archivist without a technical background in photography. Sessions will include an introduction to basic photochemistry, a discussion of special conservation techniques for various types of still photographs, a forecast of the future of computer and nuclear chemistry enhancement, and a laboratory workshop on various types of emulsion separation and restoration.

At: National Archives and Records Service, Washington, D.C.
Sponsor(s): Same as above
Teacher/Leader: Trudy H. Peterson, Assistant to the Deputy Archivist of the United States
Time: 4 working days; From April 21 to April 24, 1980
For: Archivists, Manuscript Curators, Records Managers
Level: Advanced
Enrollment Requirements: Persons who have completed an introductory course in archives or who have been employed as an archivist, manuscript curator, or records manager for three years
Prerequisite Coursework: None
Type of Delivery System: Offered on a regular basis; Topic will change each year
Supportive Methods: Case study materials; Discussions; Films; Lectures; Overhead projection; Panel presentations; Question and answer; Reading materials; Slides/filmstrips, Team teaching
Descriptive Materials: Brochure
Credit: None
Recognition: Certificate
Evaluation of Program: By participants
Fees: $160 ($40 per day)
Person to Contact: Trudy H. Peterson, Assistant to the Deputy Archivist of the United States, National Archives and Records Service, Washington, D.C. 20408; 202/523-3132

# ARCHIVES

## DISTRICT OF COLUMBIA

### THE INSTITUTE: INTRODUCTION TO MODERN ARCHIVES ADMINISTRATION

Objectives:

> To present theory, principles, and techniques of archives administration for modern documentary material of both public and private origin.

At: National Archives and Records Service, Washington, D.C.
Sponsor(s): Same as above
Teacher/Leader: Trudy H. Peterson, Assistant to the Deputy Archivist of the United States
Time: 10 working days; From 1/7/80 to 1/18/80; From 6/2/80 to 6/13/80
For: Archivists, Manuscript Curators
Level: Basic or beginner
Enrollment Requirements: For persons holding or preparing for positions of responsibility in the fields of archives, manuscripts, records management, and the management of special collections
Prerequisite Coursework: Readings prior to program
Type of Delivery System: Continuous; Offered on a regular basis each year; Institute
Supportive Methods: Case study materials; Discussions; Films; Lectures; On-site visits; Overhead projection; Panel presentations; Question and answer; Reading materials; Slides/filmstrips; Team teaching; Tests
Descriptive Materials: Brochure
Credit: Graduate credit (3) optional
Recognition: Certificate; Letter
Evaluation of Program: By participants
Fees: Tuition (if credit option chosen); Other fees - $250
Person to Contact: Trudy H. Peterson, Assistant to the Deputy Archivist of the United States, National Archives and Records Service, Washington, D.C. 20408; 202/523-3132

## ARCHIVES

## DISTRICT OF COLUMBIA

### RESEARCH SEMINAR IN THE USE OF ARCHIVAL RESOURCES

Objectives:

To acquaint students with the extent and diversity of archival resources and to teach them the fundamentals of good writing. Upon completion of the course, students will be able to:

- --describe the basic procedures in developing an idea into a printed scholarly paper
- --state the basic principles of good writing
- --write in a clear and distinct manner
- --describe the basic organizational components of archives and manuscript repositories
- --use the Congressional Serial Set and Checklist of Government Documents for finding material relevant to their research needs
- --explain the use of the 19th century registry system in using government records in conducting their research

At: The Smithsonian Institution, Washington, D.C. 20560
Sponsor: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C.
Teacher/Leader: Dr. Herman Viola, National Anthropological Archives, Smithsonian Institution
Time: 15 days; From 8/30/80 to 12/17/80; 37.5 contact hours; 112.5 hours student preparation time; 150 total hours; Weekly; Application deadline is 8/15/80
Maximum Enrollment: 15
For: Librarians with MLS or more
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Discussions; Laboratory work
Descriptive Materials: Brochure; Catalog; Syllabus
Credit: Audit (0); Grad. Credit (3); Credit toward Post-MLS (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $140 per credit hour

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C.; 202/635-5085

**Research

# ARCHIVES

## GEORGIA

### ARCHIVES INSTITUTE (ARCHIVAL PRACTICES)

Objectives:

Upon completion of the Institute, participants should:

--Understand basic archival administration
--Have knowledge of research use of historical and modern documents
--Be able to apply current techniques for management of historical and modern documents
--qualify for beginning positions in archival and records management.

At: State Archives and Records Building, Atlanta, Georgia
Sponsor(s): Division of Librarianship, Emory University, Atlanta, GA 30322; Georgia Department of Archives and History
Teacher/Leader: Carroll A. Hart, Director and Archivist, Georgia Department of Archives and History, Atlanta, GA
Time: 19 days; From 8/4/80 to 8/22/80; 90 contact hours; Participants meet daily; Course/program has been presented 13 times to date; Application deadline - 5/15/80
For: Librarians with MLS or more; Graduate Students Prospective Archivists
Level: Basic or beginner
Enrollment Requirments: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Continuous; Offered on a regular basis each year
Supportive Methods: Case study materials; Discussions, Films; Laboratory work; Lectures; On-site visits; Panel presentations; Problem sets and exercises; Reading materials; Slides/filmstrips
Descriptive Materials: Brochure
Credit: Graduate credit (5); No credit option
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition - $570 (credit); $225 (no credit); Living accommodations are available on campus for single and couples
Person to Contact: A. V. Lawson, Division of Librarianship, Emory University, Atlanta, GA 30322; 404/329-6840

# ARCHIVES

## ILLINOIS

### Archival Administration and Services

Objectives:

> The collection, arrangement and servicing of archives and manuscript holdings.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: Patrick Quinn, Archivist, Northwestern Univ.
Time: From 1/16/80 to 5/8/80; 30 contact hours; Participants meet weekly
Maximum enrollment: 35
For: Librarians with MLS or more, Operating Librarians without MLS
Level: Graduate
Enrollmetn Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; On-site visits; Question-and-answer; Reading materials; Tests
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305; 312/366-2490 ext. 324

## MARYLAND

### LBSC 499H: ADVANCED MANUSCRIPTS ADMINISTRATION WORKSHOP

Objectives:

An advanced course to introduce librarians, archivists, and curators to:

--criteria for decisions in automation
--security enforcement and access
--federal regulations and funding resources
--collection development and donor relations
--outreach, reference, and publication service

At: College of Library & Information Service, University of Maryland, College Park, Maryland
Sponsor(s): Same as above
Teacher/Leader: Dr. Frank Burke, Director, NHPRC; Assisted by Dr. Nancy Sahli
Time: T-Th; 7/8-31/80; 30 contact hours per term, 60 hours preparation time per term, Approximately 100 total hours; Offered annually
Maximum enrollment: 20
For: Librarians with MLS or more; Administrators; Middle managers; Information Science Specialists; Archivists; Curators
Level: Advanced
Enrollment Requirements: Introduction to Archives and/or Manuscript or equivalent internship or job in an archive, manuscript repository, or special library; BA/BS Degree
Prerequisite coursework: Materials to be brought
Type of Delivery System: Workshop
Supportive Methods: Case study materials; Discussions; Field experience; Lectures; Question-and-answer; Role-playing; Simulation methods; Slides/Filmstrips; Team teaching
Credit: Graduate credit (3); Undergraduate credit (3); Credit/No credit (Pass/Fail) option (3)
Evaluation of Program: By participants
Fees: Tuition - $60 per credit hour, Maryland resident; $111 per credit hour, nonresident
Person to Contact: Dr. L. J. McCrank, CLIS, University of Maryland, College Park, MD 20742; 301/454-2255
**Administration and Management

## ARCHIVES

### MARYLAND

### HIST 405-406: INTRODUCTION TO ARCHIVES AND MANUSCRIPT REPOSITORIES I & II

Objectives:

This two-course package is intended to:

- --provide basic introduction to literature and intellectual issues of Archives and Manuscripts
- --provide 100 hours of work experience under a professional curator or archivist
- —make available the unique facilities, resources and professional personnel of the Baltimore-Washington area

At: University of Maryland, College Park, Maryland
Sponsor(s): Department of History, University of Maryland
Teacher/Leader: Professor David Grimsfed, Professor of History, University of Maryland
Time: 5/20/80 - 6/27/80 (practicum to be arranged); Weekly; 30 class contact hours, 100 work contact hours per term; 20 hours preparation time per term; 150 total hours; Offered annually; Offered six times since 1972
Maximum enrollment: 20
For: Librarians with MLS or more; Library technicians; Paraprofessionals; Administrators; Middle managers; Library users; Information science specialists; Media specialists
Level: Basic or beginner and intermediate
Enrollment Requirements: None
Prerequisite Coursework: Minor in historical studies and research; Materials to be brought
Type of Delivery System: Combination of classroom presentation and internship/practicum
Supportive Methods: Discussions; Field experience; Lectures; On-site visits; Team teaching
Credit: None specified
Fees: Tuition - $60 per credit hour, Maryland resident; $111 per credit hour, nonresident
Person to Contact: Department of History, University of Maryland, College Park, MD 20742; 301/454-2843
**Records Management
**Special Librarianship
**Research

## MICHIGAN

### TOOLS AND TECHNIQUES FOR ARCHIVAL RESEARCH

Objectives:

> Because of their unusual characteristics, materials found in Archives and special collections require the application of distinctive research, cataloging and reference techniques. Those reference sources most useful in dealing with this unique material will be introduced and evaluated. The specialized application of underutilized sources will be demonstrated. Imaginative uses for archaic reference sources will be explored. Particular attention to Michigan local history research will provide a model applicable to other areas.

At: Archives and Regional History Collection, Western Michigan University, Waldo Library, Kalamazoo, Michigan
Sponsor(s): School of Librarianship, Western Michigan Univ.
Teacher/Leader: Larry B. Massie, Assistant Director, Archives and Regional History Collection, Western Michigan University
Time: From 3/13/80 to 4/10/80; 3 contact hours per day, 15 total-hours; Participants meet weekly on Thursday from 6:30 to 9:00 p.m.
For: Librarians with MLS or more, Operating Librarians without MLS, Researchers
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None specified
Type of Delivery System: Offered on demand by developer/instructor
Credit: Graduate credit (1)
Recognition: Grade
Fees: Tuition - $48.25 per resident credit hour, $99.00 per non-resident credit hour
Person to Contact: Dr. Jean E. Lowrie, Director, School of Librarianship, Western Michigan University, Kalamazoo, MI 49008; 616/383-1849

**Research

## CALIFORNIA

### X 406 COMPUTER PROGRAMMING FOR LIBRARY OPERATIONS AND SERVICES

Objectives:

> Introduction to PL/1 (Programming language). Concepts of text manipulation, file handling, and storage management are emphasized. Programs and examples emphasize processing of textual materials and bibliographic records (including Library of Congress MARC records).

At: 4277 Boelter Hall, UCLA
Sponsor(s): UCLA Graduate School of Library and Information Science in cooperation with UCLA Extension
Teacher/Leader: Kelley L. Cartwright, Assistant Professor, Graduate School of Library and Information Science, UCLA
Time: From 1/3/80 to 3/20/80; Participants meet 12 times on Thursdays from 7:00 to 10:00 p.m.
For: Librarians, Students of language and literature, and similar disciplines
Level: Practical experience with computer programming is not necessary
Descriptive Materials: Brochure
Credit: 4 unite; Pass/Fail and Not-for-Credit options
Fees: $110 (including computer lab fee)
Contact: UCLA Extension, P.O. Box 24901, Dept. K, Los Angeles, CA 90024

## AUTOMATION & DATA PROCESSING

### DISTRICT OF COLUMBIA

### AUTOMATED BIBLIOGRAPHIC DATA BASES

Objectives:

Upon completion of this course, participants will be able to:

--identify the major resources available in an on-line fo format
--identify and describe the data bases which are available on-line from the major search services.

Specifically, this course deals with a number of on-line data bases from a practical point of view. Topics discussed include:

--automation and reference function
--the economics of searching on-line
--a survey of available on-line systems
--data base formats and organization
--peculiarities of certain data bases
--search strategies

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U. S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: Daily; 3/24-26/80 and 9/22-24/80; 6 contact hours per day, 18 total hours; Offered on demand by developer/instructor as arranged with training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Middle managers; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment Requirements: None specified
Prerequisite Coursework: A basic understanding of ACP concepts and terminology gained through attendance at An Introduction to ADP or Management Introduction to ADP or equivalent knowledge gained elsewhere

# AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### CURRENT TECHNOLOGY IN AUTOMATED LIBRARIES

Objectives:

Upon completion of this course, participants will:

- --have an awareness of current ADP technology as applied to library automation and information handling; and
- --be able to evaluate the available options in terms of their own needs.

Among the topics that may be included are:

- --Minicomputers and microprocessors
- --Networks and distributed data processing
- --Micrographics and micropublishing
- --Methods of physical security
- --Establishing physical security
- --Networks and the library of the future
- --Products of computerized library cooperation

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U. S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: Daily; 3/10-12/80 and 7/14-16/80; 6 contact hours per day, 18 total hours; Offered on demand by developer/instructor as arranged with training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Middle managers; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment Requirements: Management and staff personnel and technical information specialists at grade levels GS-7 and above
Prerequisite coursework: A basic understanding of ADP concepts and library automation such as that presented in Management Introduction to ADP or Seminar in Library Automation
Type of Delivery System: Classroom Presentation

Supportive Methods: Discussions; Overhead projection
Descriptive Materials: Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $230 per person
Person to Contact: U. S. Office of Personnel Management, The ADP Management Training Center, P. O. Box 7230, Washington, D. C. 20044; 202/632-5650

**Information Science
**Information Systems & Networks

## DISTRICT OF COLUMBIA

### INDEXING AND ABSTRACTING OF ADP INFORMATION SYSTEMS

Objectives:

Upon completion of this course, participants should be able to:

- --define the basic indexing and abstracting concepts
- --evaluate the different approaches to indexing and abstracting
- --identify the application of computerized techniques to the indexing and abstracting processes

Among the topics covered are:

- --introduction to information-handling systems
- --indexing and abstracting concepts
- --controlled versus free vocabularies
- --examples of thesaurus-building
- --budget considerations
- --tools to aid indexing and abstracting

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: Daily; 10/24-26/79 and 3/5-7/80; 6 contact hours per day, 18 total hours; Offered on demand by developer/instructor as arranged with training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Middle managers; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment Requirements: Designed for information specialists, librarians, scientists, engineers and others with a requirement to learn indexing and abstracting fundamentals, at a grade GS-7 and above
Prerequisite Coursework: An understanding of basic ADP terms and concepts such as that gained by attending An Introduction to ADP or Management to ADP, or equivalent

Type of Delivery System: Classroom presentation; Workshop
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $230 per person
Person to Contact: U.S. Office of Personnel Management; The ADP Management Training Center, P.O. Box 7230 Washington, D.C. 20044; 202/632-5650

## AUTOMATION & DATA PROCESSING

### DISTRICT OF COLUMBIA

### AN INTRODUCTION TO ADP

Objectives:

Upon successful completion of this course, participants will:

- --be able to identify the components of a computer system and understand the functions of each
- --learn the planning and design steps that are essential to the successful automation of any task
- --be made aware of the controls, physical and legal, that are required to ensure the proper handling of computerized information
- --know their role in the process of automating their applications

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: Daily; 10/15-18/79; 1/14-17/80; 4/21-24/80; 6/30/80-7/3/80; 9/15-18/80; 6 contact hours per day, 24 total hours; Offered on demand by developer/instructor as arranged with training center
Maximum Enrollment: 125
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment Requirements: None; For government employees in positions GS-7 and above
Prerequisite Coursework: None
Type of Delivery System: Classroom presentation; Computer room tours and equipment demonstrations
Supportive Methods: Discussions; Films; Lectures; On-site visits; Overhead projection; Reading materials; Computers and terminals
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded

Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $180 per person
Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Information Science
**Systems Analysis

# AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### INTRODUCTION TO ADP SYSTEMS ANALYSIS

Objectives:

Upon completion of this course, the participants should be able to:

- --define application requirements in terms understandable to the ADP staff
- --identify and discuss the various steps in the development of an automated system
- --explain the proper role for user/management to play in each of these steps
- --identify the data elements for an automated data base
- --perform information requirements analysis and design report formats
- --flowchart the processing logic for any operation within the system
- --understand the need for systems and audit controls in an ADP system
- --evaluate the proposed design of an automated system
- --specify training requirements for the personnel affected by the new automated system
- --prepare specifications for making changes to an existing automated system

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U. S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 1/7-11/80; 7/7-11/80; Daily; 6 contact hours per day; 30 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum enrollment: 30
For: Librarians with MLS or more; Operating librarians without MLS: Administrators; Middle managers; Technical information specialists; Information science specialists; Media specialists
Level: Basic or beginner
Enrollment Requirements: For government employees at grades GS-7 and above (or equivalent) who are in management or staff positions

Prerequisite Coursework: A basic understanding of ADP concepts and terminology gained through attendance at An Introduction to ADP or Management Introduction to ADP, or equivalent knowledge gained elsewhere

Type of Delivery System: Classroom presentation; Workshop

Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials

Descriptive Materials: Catalog; Calendars

Credit: No credit awarded

Recognition: Certificate

Evaluation of Program: By participants

Fees: Tuition - $320 per person

Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Information Science
**Information Systems & Networks
**Systems Analysis

# AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### INTRODUCTION TO MICROFORMS

Objectives:

Upon completion of this course, participants will have an understanding of the characteristics of the various types of microforms and the equipment related to each. Topics covered include:

--Introduction to micrographics
--Types of microforms and the methods of creating each
--Computer-Output-Microfilm (COM)
--Archival considerations in the use of microforms
--Storage filing systems for rapid retrieval of microforms
--Future considerations and applications

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U. S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 11/8-9/79; 3/27-28/80; 9/4-5/80; Daily; 6 contact hours per day; 12 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum enrollment: 30
For: Clericals; library technicians; Paraprofessionals; Technical information specialista; Information science specialists
Level: Basic or beginner
Enrollment Requirements: For persons in GS-1 - 7 positions who are involved in or have an interest in the field of micrographics
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Overhead projection; Reading materials
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $180 per person

Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Conservation & Preservation of Library Materials
**Information Science
**Library Technicians, Programs for

# AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### INTRODUCTION TO MINICOMPUTERS

Objectives:

Upon completion of this course, the participants will be familiar with:

--the components, capabilities and limitations of minicomputers
--the steps involved in performing systems studies
--how to determine suitable application areas
--the available software (programs) for minicomputer systems
--potential problems and pitfalls in the use of minicomputers

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 12/6-7/79; 3/10-11/80; 6/26-27/80; 9/29-30/80; Daily; 6 contact hours per day; 12 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 30
For: Librarians with MLS or more; Operating librarians without MLS; Administrators; Middle managers; Technical information specialists; Information science specialists
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Attendance at Management Introduction to ADP or equivalent knowledge gained elsewhere
Type of Delivery System: Classroom Presentation
Supporrive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials
Descriptive Materials: Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $200 per person

Person to Contact: U.S. Office of Personnel Management; The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Information Systems & Networks
**Systems Analysis

# AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### MANAGEMENT INTRODUCTION TO ADP

Objectives:

Upon successful completion of this course, the participants will:

--have an understanding of the components, capabilities and limitations of computer systems
--be familiar with the steps involved in program logic development and ADP systems analysis and design; and the role of management throughout these phases
--become aware of the controls necessary to insure the privacy and security of ADP systems
--become familiar with data-communication systems

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 11/5-7/79; 12/10-12/79; 1/21-23/80; 2/25-27/80; 3/31/80-4/2/80; 5/12-14/80; 6/16-18/80; 7/21-23/80; 8/25-27/80; 9/29/80-10/1/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 30
For: Librarians with MLS or more; Operating librarians without MLS: Administrators; Middle managers; Trustees; Technical information specialists; Information science specialists
Level: Basic or beginner
Enrollment Requirements: For persons in management fields or programs at grade level GS-11 and above, or equivalent
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation; Computer-room tour and equipment demonstrations
Supportive Methods: Discussions; Lectures; On-site visits; Overhead projection; Question -and answer; Reading materials; Computer and terminals
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded

Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $240 per person
Person to Contact: U.S. Office of Personnel Management; The ADP Management Training Center, P.O. Box 7230; Washington, D.C. 20044; 202/632-5650

**Administration & Management
**Information Science
**Systems Analysis

## AUTOMATION & DATA PROCESSING

### DISTRICT OF COLUMBIA

### SEMINAR IN LIBRARY AUTOMATION

Objectives:

Upon completion of this course, participants will be familiar with the concepts, techniques and skills necessary for the efficient application of ADP in the library and information processing environments. The topics covered include:

--Computer technology and the library of the future
--Networks and networking
--On-line information retrieval systems
--Word-processing systems
--Micrographics
--Impact of automation on library operations and personnel

**At**: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
**Sponsor(s)**: U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
**Teacher/Leader**: Staff and guest lecturers
**Time**: 1/9-11/80; 4/9-11/80; 7/23-25/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
**Maximum Enrollment**: 30
**For**: Librarians with MLS or more; Operating librarians without MLS; Administrators; Middle managers; Technical information specialists;
**Level**: Basic or beginner
**Enrollment Requirements**: None
**Prerequisite Coursework**: A basic understanding of ADP concepts and terminology gained through participation in *An Introduction to ADP* or *Management Introduction to ADP*, or equivalent knowledge gained elsewhere
**Type of Delivery System**: Classroom Presentation; Seminar
**Supportive Methods**: Discussions; Lectures; On-site visits; Overhead projection; Reading materials
**Descriptive materials**: Catalog; Calendars
**Credit**: No credit awarded
**Recognition**: Certificate

Evaluation of Program: By participants
Fees: Tuition - $230 per person
Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Information Science
**Information Systems & Networks
**Systems Analysis

## AUTOMATION & DATA PROCESSING

### DISTRICT OF COLUMBIA

### STORAGE AND RETRIEVAL TECHNIQUES

Objectives:

Upon completion of this course, participants will be able to:

--define their information retrieval requirements
--participate in the design of data storage methods
--select appropriate retrieval mechanisms
--evaluate information storage and retrieval systems

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U. S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 3/19-21/80; 8/18-20/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Operating librarians without MLS; Middle managers; Technical information specialists; Information science specialists
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: A basic understanding of ADP concepts and terminology gained through attendance at An Introduction to ADP or Management Introduction to ADP, or equivalent knowledge gained elsewhere
Type of Delivery System: Classroom presentation; Workshop
Supportive Methods: Case Study materials; Lectures; Overhead projection
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $230 per person
Person to Contact: U.S. Office of Personnel Management; The ADP Management Training Center, P. O. Box 7230, Washington, D.C. 20044; 202/632-5650
**Information Science

## AUTOMATION & DATA PROCESSING

## DISTRICT OF COLUMBIA

### WORKSHOP IN AUTOMATED ACQUISITIONS AND CATALOGING

Objectives:

Upon completion of this course, participants will be able to identify the steps involved in the automation process from the decision to computerize the acquisitions and cataloging functions through the implementation of the new system.

Specifically, they will know:

--where to begin the automation of the acquisitions and cataloging functions in their libraries
--what their role as a librarian or library technician should be
--which aspects of acquisitions and cataloging are suitable for automation, and the types of materials that should be included
--how the computerized files should be organized for greatest usefulness and efficiency
--to what degree they should incorporate their retrospective holdings
--how extensive their bibliographic records should be
--some of the costs associated with automation
--how some of the various commercial systems might be used in their libraries

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 1/30/80-2/1/80; 7/30/80-8/1/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 25
For: Librarians with MLS or more, Library technicians; Operating librarians without MLS; Middle managers
Level: Basic or beginner

Enrollment Requirements: For library personnel who supervise or perform the acquisitions and/or cataloging functions, at grade levels GS-5 and above

Prerequisite Coursework: A basic understanding of ADP concepts and terminology gained through attendance at An Introduction to ADP or Management Introduction to ADP, or equivalent knowledge gained elsewhere

Type of Delivery System: Classroom Presentation; Workshop

Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials

Descriptive Materials: Catalog; Calendars

Credit: No credit awarded

Recognition: Certificate

Evaluation of Program: By participants

Fees: Tuition - $230 per person

Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Cataloging & Classification
**Library Technicians, Programs for
**Selection & Acquisition of Library Materials

## DISTRICT OF COLUMBIA

### WORKSHOP IN AUTOMATED CIRCULATION SYSTEMS

Objectives:

Upon completion of this workshop, the participants should be able to:

- --identify the functions within circulation control that are amenable to automation
- --define the steps necessary to automate the circulation function
- --discuss and evaluate the salient features of existing automated circulation systems

Among the topics discussed are:

- --major types of circulation systems
- --determining which materials need to be included in an automated system and profiling the borrowers who will be served
- --maintenance of machine-readable files
- --format requirements for a circulation system
- --characteristics of existing automated circulation systems

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 11/28-39/79; 5/14-16/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Library technicians; Operating librarians without MLS; Middle managers
Level: Basic or beginner
Enrollment Requirements: For library personnel--both librarians and library technicians--who are involved in circulation activities, at grade levels GS-5 and above

Prerequisite Coursework: A basic understanding of ADP concepts and terminology gained through attendance at An Introduction to ADP or Management Introduction to ADP, or equivalent knowledge gained elsewhere

Type of Delivery System: Cla-sroom Presentation; Workshop

Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials

Descriptive Materials: Calendars

Credit: No credit awarded

Recognition: Certificate

Evaluation of Program: By participants

Fees: Tuition - $230 per person

Person to Contact: U.S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Library Technicians, Programs for

## DISTRICT OF COLUMBIA

### WORKSHOP IN AUTOMATED SERIALS CONTROL

Objectives:

Upon completion of this course, participants should be able to:

--define the steps involved in automating the serials control function
--participate actively in the design of an automated serials system
--evaluate alternative solutions for their facilities

Among the topics discussed are:

--major types of automated serials systems
--determining which materials need to be included in an automated system
--organization of files for computer processing
--format requirements for a serials system
--a description of the MARC format and the National Serials Data Program

At: The ADP Management Training Center, Thomas Circle Training Facility, 1121 Vermont Avenue, N.W., Washington, D.C. 20415
Sponsor(s): U.S. Office of Personnel Management, Workforce Effectiveness & Development Group, The ADP Management Training Center, 1900 E Street, N.W., Washington, D.C. 20415
Teacher/Leader: Staff and guest lecturers
Time: 2/13-15/80; 7/16-18/80; Daily; 6 contact hours per day; 18 total hours; Offered on demand by developer/instructor as arranged with the training center
Maximum Enrollment: 25
For: Librarians with MLS or more; Library technicians; Operating librarians without MLS; Paraprofessionals; Middle managers
Level: Basic or beginner
Enrollment Requirements: For library personnel who supervise or perform the serials control function, at grade levels GS-5 or above
Prerequisite Coursework: A basic understanding of ADP concepts and terminology gained through knowledge gained elsewhere
Type of Delivery System: Classroom presentation; Workshop

Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials
Descriptive Materials: Catalog; Calendars
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $230 per person
Person to Contact: U. S. Office of Personnel Management, The ADP Management Training Center, P.O. Box 7230, Washington, D.C. 20044; 202/632-5650

**Library Technicians, Programs for
**Serials Control

# AUTOMATION AND DATA PROCESSING

## DISTRICT OF COLUMBIA

### APPLICATION OF COMPUTER TECHNOLOGY TO LIBRARY PROCESSES

Objectives:

Upon successful completion of this course, students will be able to:

- --understand basic systems analysis, machine processing, hardware configurations, and computer technology
- --understand the complexity of automating library processes
- --identify library functions which should be automated as opposed to those which should not be automated
- --recognize that differences in type and size of libraries affect the decision making process concerning the use of the computer as a tool in the library
- --appreciate the implications of national and international standardization activities
- --demonstrate a practical skill in the preparation of project proposals and reports

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C.
Sponsor(s): Same as above
Teacher/Leader: Justin M. Kniemeyer, Coordinator of Processing System, Library of Congress, Washington, D.C. 20541
Time: 15 days; From 8/30/80 to 12/17/80; 37.5 contact hours; 112.5 preparation hours; 150 total hours; Weekly; Application deadline - 8/15/80
Maximum Enrollment: 25
For: Librarians with MLS or more; Administrators; Middle Mgrs.
Level: Advanced
Enrollment Requirements: MLS Degree, BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Offered on a regular basis each year; Seminar
Supportive Methods: Discussions; Lectures; Reading Materials
Descriptive Materials: Brochure
Credit: Audit (0); Grad. credit (3); Credit toward Post-MLS (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064; 202/635-5085

## AUTOMATION & DATA PROCESSING

### ILLINOIS

### L.S. 308: PRINCIPLES OF COMPUTER ORGANIZATION AND PROGRAMMING

Objectives:

> Assembly language is used as a means of introducing principles of computers and computer programming. The PL/I programming language is then introduced. Simple programs for file maintenance and searching and other nonnumerical processes are written in both assembly language and PL/I and run on an IBM 370/168 computer. The use of terminals and WYLBUR for text-editing and remote job-entry are introduced. Experimental on-line search of computerized catalog (MARC) records is carried out. No math required.

At: Graduate Library School, University of Chicago, JRL S-124
Sponsor(s): Same as above
Teacher/Leader: Don R. Swanson, Professor, Graduate Library School, University of Chicago
Time: From 6/23/80 to 8/15/80; Weekly; M-W-F; 1 hour 40 min. contact hours per meeting; Offered semiannually, since 1964 - 25 times
Maximum Enrollment: Approximately 30
For: Librarians with MLS or more; Library Technicians; Operating librarians without MLS; Information science specialists
Level: Basic or beginner
Enrollment Requirments: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Exercises in computer programming
Credit: Graduate Credit (5 quarter hours or 3 1/3 semester hrs)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $441
Person to Contact: Dean of Students, Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois 60637; 312/753-3481

**Data Bases (including Construction)
**Information Science

# AUTOMATION & DATA PROCESSING

## ILLINOIS

### Computer Applications in Libraries

Objectives:

> Introduction to applications of computers to library procedures in all types of libraries. Computer hardware and programming systems, task definition and system development, applications, networks and communications are considered in relation to library requirements.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: H. Griffin, Director, Technical Information Services, Argonne National Laboratory, Argonne, IL 60440
Time: From 1/16/80 to 5/8/80; 30 contact hours; Weekly; Offered on a regular basis each semester and summer session
Maximum Enrollment: 25
For: Librarians with MLS or more, Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Laboratory work; Lectures; On-site visits; Tests
Credit: Graduate credit
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305; 312/366-2490 ext. 324

# AUTOMATION & DATA PROCESSING

## MICHIGAN

### AUTOMATION AND THE LIBRARY

Objectives:

> An introduction to library automation: its history and important trends, bibliographic networks and automated systems. On-line searching with DIALOG and ORBIT will be demonstrated.

At: University Consortium Center, 104 Division Avenue N., Grand Rapids, Michigan 49503
Sponsor(s): School of Librarianship, Western Michigan Univ., Kalamazoo, Michigan
Teacher/Leader: Dr. Hardy Carroll, Associate Professor, Western Michigan University, School of Librarianship
Time: From 3/1/80 to 3/29/80; 3 contact hours per day, 15 total hours; participants meet weekly on Saturdays from 9:30 a.m. to 12:15 p.m.
For: Not specified
Level: Advanced
Enrollment Requirements: BA/BS Degree
Credit: Graduate credit (1)
Recognition: Grade
Fees: Tuition - $48.25 per resident credit hour, $99.00 per non-resident credit hour
Person to Contact: Dr. Jean E. Lowrie, Director, School of Librarianship, Western Michigan University, Kalamazoo, MI 49608; 616/383-1849

## COLORADO

### BIBLIOTHERAPY

Objectives:

> An overview of the processes of bibliotherapy and its main uses in public, school, and institutional libraries, with special emphasis on institutional use and the bibliotherapist as a member of the therapeutic team. Course work is experimental as well as didactic

At: University of Denver Graduate School of Librarianship and Information Management, Denver, Colorado 80208
Sponsor(s): Same as above
Teacher/Leader: Arleen Hynes, C.P.T., Librarian of the Circulating Library, St. Elizabeths Hospital, Washington, D.C.
Time: 5 days; 11/26-30/79; 25 contact hours; Daily; Application deadline - November 16, 1979
For: Librarians with MLS or equivalent; MLS students
Level: Intermediate/Advanced
Enrollment Requirements: MLS Degree; Certain prerequisite courses; MLS student; Permission of instructor
Prerequisite Coursework: None
Type of Delivery System: Continuous; Classroom presentation
Supportive Methods: Discussions; Lectures; Reading materials; Simulation methods
Descriptive Materials: Brochure
Credit: CEU; Graduate credit (2); No credit
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition - $214
Person to Contact: Dr. Anne Mathews, CE Director, University of Denver Graduate School of Librarianship and Information Management, Denver, Colorado 80208; 303/753-2557

**Institutionalized, Materials & Services for

# BIBLIOTHERAPY

## DISTRICT OF COLUMBIA

### BIBLIOTHERAPY TRAINING

Objectives:

> At the close of the 220 hour tutorial in bibliothera , participants will receive a letter of completion from the Bibliotherapy Aide Training Program at St. Elizabeth's Hospital qualifying that having completed didactic work, personal experience in bibliotherapy, as well as having had three supervisors for hospital ward work, the participant is capable of holding bibliotherapy groups in an institutional or community mental health facility under the close supervision of a psychotherapist or senior bibliotherapist.

At: St. Elizabeth's Hospital, Circulating Library, 2700 Martin Luther King, Jr., Avenue, Washington, D.C. 20032
Sponsor(s): The Catholic University of America, Graduate Department, Library and Information Science, 620 Michigan Avenue, N.E., Washington, D.C. 20064; St. Elizabeth's Hospital
Time: 292 Days; From September to September; 220 contact hours; 220 hours student preparation time; 440 total hours; Weekly; Application deadline by August of each year
For: Librarians with MLS or more; Library students
Level: Bibliotherapy aide
Enrollment Requirements: BA/BS degree; Library Services to Institutionalized
Prerequisite Coursework: None
Descriptive Materials: Articles; Brochure
Supportive Methods: Audio tapes or cassettes; Discussions; Field experience; Lectures; On-site visits; Panel presentations; Personalized System of Instruction (PSI); Question and answer; TV/Video tapes; Group supervision
Credit: Graduate credit (6); Credit toward Post-MLS Cert. (6)
Recognition: Grade; Letter of completion from St. Elizabeth's Hospital, Washington, D.C.
Evaluation of Program: By participants
Fees: Tuition - $158 per credit hour
Person to Contact: Arleen M. Hynes, Circulating Library, St. Elizabeth's Hospital, 2700 Martin Luther King, Jr., Avenue, Washington, D.C. 20032; 202/574-7668
**Institutionalized, Marerials and Services for

## DISTRICT OF COLUMBIA

### TUTORIAL IN BIBLIOTHERAPY

Objectives:

To help librarians understand bibliotherapy. Upon completion of the tutorial, students will be able to:

--recognize areas, resources, and responsibilities for continuing education in the field
--appraise their own approach to goals and processes in establishing a bibliotherapy program with understanding of the special approaches and goals necessary when serving residents in an institution such as a hospital or prison

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor(s): Same as above
Teacher/Leader: Arleen M. Hynes, Patients' Librarian, St. Elizabeth's Hospital, Washington, D.C.
Time: By arrangement; 35 contact hours; 105 hours preparation time; 140 total hours
Maximum Enrollment: 15
For: Librarians with MLS or more; Middle Managers
Level: Basic or beginner
Enrollment Requirements: MLS degree
Type of Delivery System: Intermittent
Supportive Methods: Discussions; Field experience; Films; On-site visits; Laboratory work
Descriptive Materials: Brochure; Catalog; Syllabus
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS certificate (3); No credit option
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $157 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064; 202/635-5085

## DISTRICT OF COLUMBIA

### BIBLIOTHERAPY TRAINING PROGRAM

Objectives:

> Upon satisfactory completion of this course, which completion is based on frequent interviews and evaluations by teachers and supervisore of field work, the person who has received the letter will be able to establsh a library service to:
>
> --work under the close supervision of a bibliotherapist, psychologist or psychiatrist
> --in a group or individual setting
> --with goals for adjunctive bibliotherapy in an institution (hospital or corrective) or with chemical dependency programs as clinical bibliotherapist
> —as educational bibliotherapist in a public, school or college library or with the aging in any setting

At: St. Elizabeth's Hospital, Washington, D.C.
Sponsor(s): St. Elizabeth's Hospital, The Circulating Library, 2700 Martin Luther King, Jr., Avenue, Washington, D.C. 20032
Teacher/Leader: Arleen M. Hynes, Librarian, or R. Brown; Circulating Library, Hospital
Time: 46 weekly meetings per year for two years plus field work; Course runs from September through July each year; 440 contact hours; 600 hours preparation time
For: Librarians with MLS or more; Operating librarians without MLS; Others with BA/BS degree
Level: Preprofessional
Enrollment Requirements: BA/BS degree
Prerequisite Coursework: None
Type of Delivery System: Continuous; Offered on a regular basis each year; Didactic and Experiental; On hospital wards; Supervision
Supportive Methods: Audio tapes or cassettes; Discussions; Field experience; Films; Lectures; On-site visits; Question-and-answer; Reading materials; Role-playing exercises
Descriptive Materials: Brochure
Credit: None
Recognition: Letter os satisfactory completion
Evaluation of Program: Internal system of evaluation

Fees: None

Person To Contact: Arleen M. Hynes, Librarian, Circulating Library, 2700 Martin Luther King, Jr., Avenue, Washington, D.C. 20032; 202/574-7668

**Institutionalized, Materials & Services for
**Prison Librarianship
**Public Librarianship

## OHIO

### BIBLIOTHERAPY

Objectives:

> Comprehensive overview of bibliotherapy, including origins, nature and contributing disciplines. Focuses on practical considerations involved in the design of an effective bibliotherapy program, including the mechanics of setting up programs for various social institutions and guidelines for selection of bibliotherapy materials.

At: Kent State University, School of Library Science, Room 314, Library, Kent, Ohio 44242
Sponsor(s): Same as above
Teacher/Leader: Rhea Rubin, Southwestern Representative, National Council on the Aging, 1828 L Street, N.W., Washington, D. C. 20036 (202) 223-6250
Time: 8/11/80-8/16/80; Daily; 30 contact hours per week; Offered on a regular basis biennially; Program first offered 1978; Program been offered 1 time
Maximum enrollment: 30
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Students in library school
Level: Basic or beginner (graduate)
Enrollment requirements: BA/BS Degree
Prerequisite coursework: None given
Type of Delivery System: Workshop
Supportive Methods: Case study materials; Discussions; Films; Slides/Filmstrips
Credit: Graduate Credit; Credit toward Post-MLS Certificate; Continuing Education Units; 2 semester hours graduation credit
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $114 (Ohio residents); $214 (nonresidents)
Person to Contact: A. Robert Rogers, Dean, School of Library Science, Kent State University, Kent, Ohio 44242 (216) 672-7988

## COLORADO

### LIBRARY SPACE UTILIZATION AND PROBLEMS OF ENERGY CONSERVATION

Objectives:

- --To provide primary information on the planning of library facilities, space utilization, and problems relating to energy conservation
- --To provide hands-on experience in the planning of facilities
- --To analyze problems relating to work flow, patron flow, and supervision

At: Graduate School of Librarinship and Information Management, University of Denver, Denver, Colorado 80208
Sponsor(s): Same as above (303) 753-2557
Teacher/Leader: Mr. John Eastlick, Professor Emeritus, GSLIM - University of Denver; Denver, Colorado 80208 (303) 753-2557
Time: 10/23/80-10/25/80; Daily; 7.5 contact hours per day; Variable preparation hours; 15 total hours
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Paraprofessionals; Administrators; Middle managers; Trustees
Level: Basic or beginner; Intermediate
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Discussions; Lectures; Question-and-answer; Reading materials; Slides/Filmstrips
Credit: Continuing Education Units 1.5; No credit awarded
Recognition: Certificate
Evaluation of program: By participants
Fees: To be determined
Person to Contact: Dr. Anne Mathews, GSLIM University of Denver, Denver Colorado 80208 (303) 753-2557

**Energy Conservation for Libraries

## ILLINOIS

### MANAGEMENT OF BUSINESS INFORMATION

Objectives:

> A study of publishers, agencies, and major collections; organization and management of materials; information sources; information services; investment services; bibliographic sources and services; indexing, abstracting, and clipping services; INFORM/ABI, Management Contents, and Predicasts data bases; data base bibliographical searching practicum; visit to business libraries and observation of operation; business periodicals; government publications in business.

At: Rosary College Graduate School of Library Science
Sponsor(s): Same as above
Teacher/Leader: Richard Li, Professor, Rosary College Graduate School of Library Science
Time: Two sessions; Weekly; 1/16/80 - 5/8/80; 6/30/80 - 8/8/80; M-Th; 30 contact hours
Maximum Enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; On-site visits; Reading materials; Tests
Credit: Graduate credit
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305; 312/366-2490 ext. 324

# CAREER DEVELOPMENT

## NEW JERSEY

### SELF-ASSESSMENT, JOB HUNTING, AND CAREER DEVELOPMENT

Objectives:

Participants will be able to:

- --Name some factors which influence career development
- --Assess own career situation and delineate opportunities and limitations
- --Determine personal career goals and objectives
- --Explain some elements of successful job campaign
- --Avoid major errors in resumes and cover letters
- --Avoid major errors in interviews
- --Develop a plan of on-the-job career development

At: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey
Sponsors: Same as above
Teacher/Leader: Keith Russell, Assistant Staff and Fiscal Services Librarian, University of Texas, Austin, Libraries
Time: 6/26-27/80; 14 contact hours; course/program has been presented one time to date; offered on demand by developer
Maximum Enrollment: 60
For: New MLS graduates; Reentries; Job changers
Level: Basic or beginner
Enrollment Requirements: MLS Degree
Prerequisite Coursework: None stated
Type of Delivery System: Workshop
Supportive Methods: Lectures; Role-playing; Simulation methods
Evaluation of Program: By participants
Fees: To be determined
Person to Contact: Jana Varlejs, Graduate School of Library and Inforamtion Studies, Rutgers University, New Brunswick, New Jersey 08903; 201/932-7169

## COLORADO

### AACR2: AN INTRODUCTORY WORKSHOP FOR COLORADO LIBRARIANS AND CATALOGERS

Objectives:

Participants will:

--be aware of the organization of the new code and its philosophical background
--recognize types of changes that will occur as a result of AACR 2
--have a wider network of peers to contact when questions arise regarding application of AACR 2
--feel more comfortable in applying the AACR 2 rules

At: Multiple locations - statewide
Sponsor(s): Colorado Library Association, Technical Services Roundtable
Teacher/Leader: Team of two for each workshop; Instructors are Joyce Haynes, SEMBCS Media Services; Carolyn Mueller, University of Colorado - Boulder; Marilyn Munsterman, Auraria Libraries; Gretchen Redfield, Cataloging consultant; and Lisa Schiffman, University of Colorado at Colorado Springs
Time: One-day workshops: 11/15/79 - Denver; 2/6/80 - Colorado Springs; 2/8/80 - Greeley; 3/6/80 - Pueblo; 4/3/80 - Pagosa Springs; 4/10/80 - Glenwood Springs; Two-day workshops: 12/6-7/79 - Denver; 3/13-14/80 - Pueblo; 5/15-16/80 - Denver; 6 contact hours per day; Program first offered 11/7/79
Maximum enrollment: 20 - each session
For: Librarians with MLS or more; Operating Librarians without MLS
Level: One-day workshop: basic or beginner; Two-day workshop: Advanced; See brochure
Enrollment Requirements: Presently employed in a Colorado library and doing cataloging
Prerequisite Coursework: Materials to be bought; Suggested readings from a bibliography
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Discussions; Lectures; Overhead projection; Problem sets and exercises; Question-and-answer; Team teaching; Video tapes
Descriptive Materials: Brochure

Evaluation of Program: External system of evaluation by an expert

Fees: None

Person to Contact: Pat Pressey; The Iliff School of Theology, 2233 South University Boulevard, Denver, Colorado 80210

## CATALOGING & CLASSIFICATION

### DISTRICT OF COLUMBIA

### OCLC LABORATORY TRAINING

Objectives:

> Introduction to the use of the Ohio College Library Center (OCLC) bibliographic system. After initial orientation to the system, students will have hands-on experience in the use of the OCLC data base by completing laboratory assignments in searching, and inputting catalog information for both monographs and serials. Students will be expected to achieve a specific level of competence in the use of the system. Students will have approximately 20 hours of on-line practice.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C.
Sponsor(s): Same as above
Teacher/Leader: Mary K. Feldman, Head, Cataloging Section, U.S. Department of Transportation, Washington, D.C.
Time: 5/12/80-6/20/80; 6/23/80-8/1/80; 8/31/80-12/17/80; 1/10/81-5/6/81; 10 days; 20 contact hours; 20 hours preparation time; 40 total hours; Bi-weekly; Application deadline - one month before each session; Regular basis each year
For: Librarians with MLS or more; Operating librarians without MLS; Middle managers; Information science specialists
Level: Basic or beginner
Enrollment Requirements: BA/BS degree; Cataloging and classification and technical services
Prerequisite Coursework: None
Type of Delivery System: Intermittent; Laboratory; Hands-on experience
Supportive Methods: Computer-assisted instruction; Laboratory work; Question and answer; OCLC practice at terminal
Descriptive Materials: Brochure
Credit: Audit; Graduate credit (1); Credit toward Post-MLS certificate (1); No credit option
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $110 (summer), $158 (spring and fall) per credit hour
Person to Contact: Dr. Raymond Vondran, Associate Chairman, GDLIS, The Catholic University of America; 202/635-5085
**Data Bases (Including Construction)

## ILLINOIS

### CATALOGING AND CLASSIFICATION

Objectives:

An introduction to principles and systems used in the organization of all types of library materials. Includes subject cataloging, use of the OCLC terminal, and an introduction to Dewey and Library of Congress classification systems.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: G. Koh, Associate Professor, Rosary College Graduate School of Library Science
Time: From 6/30/80 to 8/8/80; 30 contact hours; participants meet on Tuesday and Friday; Offered on a regular basis each semester
For: Librarians with MLS or more, Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom presentation
Supportive Methods: Discussions, Films, Lectures, Overhead projection, reading materials, Slides/Filmstrips, Tests
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305; 312/366-2490 ext. 324

## ILLINOIS

### STUDIES IN CATALOGING AND CLASSIFICATION

Objectives:

> Advanced study of classification systems with primary emphasis on the 19th edition of the Dewey Decimal Classification system. Intensive analysis of theoretical principles and their practical application to the organization of materials; of information retrieval aspects of on-line cataloging and original cataloging; and of subject cataloging. Exploration of significant developments and changes in the field of technical services.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: G. Koh, Associate Professor, Rosary College Graduate School of Library Science
Time: From 1/16/80 to 5/8/80; 30 contact hours; Weekly; Offered on a regular basis each semester
For: Librarians with MLS or more, Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom presentation
Supportive Methods: Discussions; Lectures; Overhead projection; Reading materials; Tests
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305; 312/366-2490 ext. 324

## CATALOGING & CLASSIFICATION

MARYLAND

### WHO'S AFRAID OF AACR 2? - A WORKSHOP FOR PRACTICING CATALOGERS

Objectives:

Apply the new cataloging rules, AACR 2, to books and nonbook materials in all types of libraries.

At: College of Library and Information Services, University of Maryland, College Park, Maryland
Sponsor(s): Same as above
Teacher/Leader: Hans H. Wellisch/Marcia Monaco, Associate Professor, College of Library & Information Science, University of Maryland
Time: 8/4-8/80; Daily; 40 total hours; Offered on demand by developer/instructor
Maximum Enrollment: 65
For: Librarians with MLS or more; Library technicians; Operating Librarians without MLS; Media Specialists
Level: Intermediate
Enrollment Requirements: None
Prerequisite Coursework: Materials to be brought
Type of Delivery System: Classroom presentation; Workshop
Supportive Methods: Lectures; Overhead projection; Problem sets and exercises
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: No evaluation
Fees: Tuition - $50
Person to Contact: Hans H. Wellisch, College of Library & Information Sciences, University of Maryland, College Park, Maryland 20740; 301/454-3785

# CATALOGING & CLASSIFICATION

## NORTH CAROLINA

### AACR-2

Objectives:

Descriptive information not yet available

At: North Carolina Central University School of Library Science, Durham, North Carolina
Teacher/Leader: Conducted byperson from Library of Congress
Time: 6/2-3/80; Daily
Maximum Enrollment: 50
For: Librarians with MLS or more
Enrollment Requirements: None
Preparation for Program: None
Type of Delivery System: Cassettes/Tapes; Classroom presentation
Supportive Methods: Audio tapes or cassettes; Lectures; Overhead projection
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Undecided
Person to Contact: Dean Annette L. Phinazee, School of Library Science, North Carolina Central University, Durham, North Carolina 27707

**Indexing & Abstracting
**Research

# CATALOGING & CLASSIFICATION

## PENNSYLVANIA

### OCLC: AN INTRODUCTION FOR NON-OCLC USERS

Objectives:

> This program will familiarize librarians who do not have or do not use, or who want to change positions, with OCLC and RLIN. Participants will search and input into OCLC and search RLIN. The program will include hands-on experience, and experience in inputing, searching, editing, and formating.

At: Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania
Sponsor(s): School of Library & Information Science, Drexel U.
Teacher/Leader: Jerry D. Saye, Assistant Professor, Drexel U.
Time: 4/26/80 and 5/3/80; 10 total hours; First time offered
For: Librarians with MLS or more; Operating librarians without MLS
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite coursework: None
Preparation for Program: None
Type of Delivery System: Classroom presentation; Tutorial; Workshop
Supportive Methods: Video tapes
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Not yet set
Person to Contact: Office of Continuing Professional Education, Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104

## CATALOGING & CLASSIFICATION

### PENNSYLVANIA

### OCLC - FILMS

Objectives:

Film librarians and/or technical services librarians will learn how to:

--input films into OCLS cata base
--communicate the potential in using OCLC for bibliographic access to films and catalog productions

At: Not finalized; To be given at several locations
Sponsor(s): State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA
Teacher/Leader: Not finalized
Time: Not finalized; Two one-day workshops
For: Librarians with MLS or more; Library Technicians; Paraprofessionals; Technical information specialists
Level: Basic or beginner
Enrollment Requirements: Cataloging work experience
Prerequisite Coursework: None
Type of Delivery System: Workshop
Supportive Methods: Discussions; Films; Personalized system of instruction; Problem sets and exercises; Question-and-answer
Credit: No credit awarded
Recognition: Public Acknowledgement
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126; 717/787-8007

**Automation & Data Processing
**Technical Services

# CATALOGING & CLASSIFICATION

## PUERTO RICO

### WORKSHOP ON THE AACR-2

Objectives:

The participants are expected to:

--be able to identify the changes between AACR-1 and AACR-2
--be able to understand the principles behind the new rules
--be able to interpret and use the rules in specific situations

At: Graduate School of Librarianship, University of Puerto Rico, Rio Piedras Campus
Sponsor(s): Same as above
Teacher/Leader: Arturo Fernández-Ortiz, Director, Graduate School of Librarianship, University of Puerto Rico
Time: 11/28-30/80, Daily; 18 total hours; Offered on demand by developer/instructor
Level: Intermediate
Enrollment Requirements: For professionals and nonprofessionals with a fairly amount of experience in library work
Preparation for Program: Readings prior to program
Type of Delivery System: Workshop; In Spanish
Supportive Methods: Discussions; Lectures; Overhead projection; Problem sets and exercises
Credit: No Credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $20
Person to Contact: Professor Arturo Fernández-Ortiz, Director, Graduate School of Librarianship, University of Puerto Rico, Box 21906; Rio Piedras, Puerto Rico 00931; 809/764-0000, ext. 3522 or 3526

# CATALOGING & CLASSIFICATION

## TEXAS

### ANGLO-AMERICAN CATALOGING RULES II

Objectives:

Upon completion of this course participants are expected to be able to:

- --describe the significant changes between AACRI and AACRII
- --catalog any type of media according to AACRII
- --catalog media by level one, two or three as specified in AACRII

**At**: Sam Houston State University, Library Science Department, Library Building, Room 305, Huntsville, Texas 77341
**Sponsor(s)**: Same as above
**Teacher/Leader**: Dr. Eloise Pettus, Assistant Professor; Dr. Bonnie Baker Thorne, Assistant Professor; Sam Houston State University (713) 296-6211, Ext. 1153
**Time**: 10/25/80; 11/8/80; 7 contact hours per class, 2 classes required; 14 preparation hours; 28 total hours; Package program available for use by local personnel without outside assistance. Availability: yes
**For**: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
**Level**: Advanced
**Enrollment requirements**: None given
**Prerequisite coursework**: Basic cataloging class
**Type of Delivery System**: Cassettes/Tapes; Classroom Presentation; Independent Study (e.g., knowledge packages, programmed learning, etc.); Workshop
**Supportive Methods**: Audio tapes or cassettes; Laboratory work; Lectures; Overhead projection; Problem sets and exercises; Reading materials; Team teaching
**Credit**: Graduate Credit; Continuing Education Units
**Recognition**: Certificate
**Evaluation of Program**: By participants
**Fees**: $51.00 for university credit; $30.00 for continuing education
**Person to Contact**: Dr. Eloise Pettus, c/o Library Science Dept., SHSU Huntsville, Texas 77341 (713) 295-6211, Ext. 1155

## VIRGINIA

### ALTERNATIVES TO THE CARD CATALOG

Objectives:

This institute is designed to provide the opportunity to examine and discuss topics related to alternatives to the card catalog and to inform librarians of some of the practical aspects and methods of maintaining continuity of service

Specific objectives:

--provide information on selecting an alternative form
--examine effects of closing the catalog on public services
--determine impact on libraries of the Library of Congress closing
--determine the effects of AACR 2 on alternative forms
--identify means of gaining support from administration, staff and users

At: The Homestead, Hot Springs, Virginia
Sponsor(s): Virginia State Library and LSCA Title III Continuing Education Advisory Committee, 12th and Capitol Streets, Richmond, Virginia 23219
Teacher/Leader: Variety of speakers
Time: 11/7-8/79; 10 contact hours; First time offered
Maximum Enrollment: 110
For: Librarians with MLS or more; Administrators; Middle managers; Technical information specialists
Level: Basic or beginner; Intermediate; Small and medium-sized libraries of all types
Enrollment Requirements: None
Preparation for Program: Bibliographies sent to participants; Readings not required
Type of Delivery System: Institute
Supportive Methods: Discussions; Field experience; Lectures; Overhead projection; Panel presentations; Question-and-answer; Reading materials; Slides/Filmstrips
Descriptive Materials: Brochures
Credit: No credit awarded
Recognition: Public Acknowledgement - press release
Evaluation of Program: By speakers

Fees: None

Person to Contact: Miss Ida R. Patton, Library Development Branch, Virginia State Library, 12th and Capitol Streets, Richmond, Virginia 23219; 804/786-2298

# CHILDREN, MATERIALS AND SERVICES FOR

## CALIFORNIA

### X424 FAIRY TALES AND AFTER: CHILDREN'S BOOKS IN THE EIGHTIES

Objectives:

To explore current and future trends in the field of children's literature. Emphasis is on re-examining past traditions in light of recent critical developments.

Topics include:

--fairy tales as keys to the stages of male consciousness
--poetry and nonsense
--what literary criticism of children's literature means for librarians, teachers, parents
--current publishing trends; future prospects; the role of the librarian and the bookseller in getting books to the children of the eighties

At: 145 Dwinelle Hall, University of California, Berkeley, CA
Sponsor(s): University of California, Berkeley, University Extension and the School of Library and Information Studies
Teacher/Leader: John Boe; Guest speakers including Robert Bly, poet, National Book Award Winner for Light Around the Body; Susan Terris, author of books for children and young adults including Whirling Rainbows, Pickle, and Plague of Frogs; Mae Durham Roger, Lecturer in Library and Information Studies; and Roger Sale, author of Fairy Tales and After
Time: 2/1-3/80; 16 total hours
For: Writers; Teachers; Librarians; Collectors; Booksellers
Descriptive Materials: Brochure
Credit: Extension credits (1½)
Fees: $65
Person to Contact: Letters and Sciences, UC Extension Center, 55 Laguna Street, San Francisco, CA 94102; 415/666-3291

## COLORADO

### ELUSIVE REALITY: THE YOUNG CHILD'S WORLD
### THE EARLY CHILDHOOD INSTITUTE

Objectives:

- To provide a basic understanding of child development: cognitive, emotional, social, physical
- To utilize literary criteria and child development principles in selecting learning materials in varied formats for young children
- To demonstrate techniques of utilizing learning materials to develop language arts skills
- To suggest ideas for the coordination of learning materials with subject areas
- To provide an overview of exemplary library programs for young children and their adult caregivers
- To encourage cooperation with various community agencies in developing programs for young children

At: Graduate School of Librarianship and Information Management, University of Denver, Denver, Colorado 80208
Sponsor(s): Same as above
Director: Dr. Chow Loy Tom, Associate Professor/Director, Graduate School of Librarianship and Information Management, University of Denver
Time: 3/19-22/80; 10 contact hours over two day periods (W-Th/F-S); 2 hours preparation time per day; 30 total hours; To be offered annually
Maximum Enrollment: 30
For: Librarians with MLS or more; Operating librarians without MLS; Paraprofessionals; Media Specialists; Teachers, Community agency personnel working with children
Level: Basic or beginner; Intermediate
Enrollment Requirements: For university credit only; Experience working with young children desirable
Type of Delivery System: Classroom presentation; Institute; Workshop
Supportive Methods: Discussions; Field experience; Films; Lectures; On-site visits; Question-and-answer; Reading materials; Slides/Filmstrips; Video tapes

Descriptive Methods: Brochure
Credit: Graduate credit (2); Undergraduate credit (2) - senior level course; Continuing education units (2); No credit
Recognition: Grade; Certificate
Evaluation of Program: Internal system of evaluation; by participants
Fees: Tuition - $230 (includes materials) for university credit; $100 (includes materials) for C.E.U.'s or No Credit
Person to Contact: Dr. Chowloy Tom or Shelia Weissberg (CE Assistant), Graduate School of Librarianship and Information Management; University of Denver; Denver, Colorado 80208; 303/753-2557

**Public Librarianship
**School/Media Librarianship

## ILLINOIS

### LIBRARY MATERIALS FOR CHILDREN II

Objectives:

> Principles of selection, evaluation and use of all media for children in elementary schools and children's departments of public libraries in the areas of social science, biography, science and mathematics. Attention will be given to curriculum trends in elementary schools. Emphasis on analysis of materials.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305
Sponsor(s): Same as above
Teacher/Leader: E. Noonan, Associate Professor, Rosary College
Time: 1/16/80 - 5/8/80; Weekly; 30 contact hours; Offered annually
For: Librarians with MLS or more; Operating librarians without MLS
Enrollment Requirements: BA/BS degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading materials; Slides/Filmstrips; Tests
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305; 312/366-2490 ext. 324

## ILLINOIS

### LIBRARY MATERIALS FOR CHILDREN II

Objectives:

Principles of selection, evaluation, and use of all media for children in elementary schools and children's departments of public libraries in the areas of social science, biography, science and mathematics. Attention will be given to curriculum trends in elementary schools. Emphasis on analysis of materials.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: E. Noonan, Associate Professor, Rosary College Graduate School of Library Science
Time: 6/30/80 to 8/8/80; T-F; 30 contact hours; Offered annually
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading materials; Slides/Filmstrips; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition - $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305; 312/366-2490 ext. 324

# CHILDREN, MATERIALS AND SERVICES FOR

## ILLINOIS

### LIB. SCI. 327 - LIBRARY WORK WITH CHILDREN

Objectives:

Objectives, functions, and services of library work with children in school libraries and in public libraries.

At: Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois
Sponsor(s): Same as above
Teacher/Leader: Ellin Greene, Associate Professor, Graduate Library School, University of Chicago
Time: 6/23/80 to 8/15/80; Weekly; M-W-F; 1 hour 5 minutes contact time per meeting; Offered annually since 1947
Maximum Enrollment: 20
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite coursework: None
Type of Delivery System: Classroom Presentation
Credit: Graduate Credit ( 5 quarter hours or 3 1/3 semester hrs)
Evaluation of Program: By participants
Fees: Tuition - $441
Person to Contact: Dean of Students, Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois 60637; 312/753-3481

## INDIANA

### SPECIAL TOPICS IN LIBRARIANSHIP: STIMULATING LIBRARY ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE

Objectives:

> Upon completion of this course each student should demonstrate knowledge of the special topic. Objectives will be specified by the instructor.

At: Ball State University, Department of Library Science, North Quad. Building 322, Muncie, Indiana
Sponsor(s): Same as above
Teacher/Leader: Mrs. Helen R. Kirby, Assistant Professor of Library Science, Ball State University, Department of Library Science
Time: 7/14-18/80; Daily; 20 contact hours per week
Maximum Enrollment: 25
For: Librarians with MLS or more; Media Specialists
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Workshop
Credit: Graduate Credit (2)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition
Person to Contact: Chairman, Department of Library Science, Ball State University, Muncie, Indiana 47306; 317/285-7180

**Young Adults, Materials and Services for
**Public Relations

# CHILDREN, MATERIALS AND SERVICES FOR

## MARYLAND

### LBSC 748 ADVANCED SEMINAR IN CHILDREN'S LITERATURE

Objectives:

A seminar offering the opportunity for in-depth examination of selected topics in children's literature.

At: College of Library and Information Services, University of Maryland, College Park, Maryland
Sponsor(s): Same as above
Teacher/Leader: Dr. Anne MacLeod, Assistant Professor, CLIS, University of Maryland; 301/454-3590
Time: 1/17/80 to 5/17/80; Weekly; 35 contact hours per term; 70 hours preparation time per term; Offered annually
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Basic course in Children's Liberature
Type of Delivery System: Seminar
Supportive Methods: Discussions
Credit: Graduate Credit
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $60.00 per credit hour, Maryland residents; $111.00 per credit hour, non-resident
Person to Contact: Jean Diepenbrock, College of Library and Information Services, University of Maryland, College Park, Maryland 20742; 301/454-3016

**Public Librarianship
**School/Media Librarianship

## CHILDREN, MATERIALS AND SERVICES FOR

### MISSOURI

### LIBRARY MATERIALS FOR CHILDREN AND YOUTH

Objectives:

Completion of this course will enable participants to:

--describe recent trends in library materials for young people
--develop a critical, evaluative attitude about media for school resource centers and public libraries
--demonstrate proficiency in giving book talks and other promotional activities
--identify and describe methods which should help to improve services to children and youth
--identify and evaluate current research, readings and reports dealing with materials for young people

At: Central Missouri State University, Hudson Hall Warrensburg, Missouri
Sponsor(s): Central Missouri State University, Department of Library Science and Instructional Technology and School of Continuing Education, Warrensburg, Missouri 64093
Teacher/Leader: Mrs. Aileen Helmick, Instructor, Central Missouri State University
Time: 3/7-8/80; 3/21-22/80; 4/25-26/80; 5/9-10/80; 48 contact hours; 150 hours preparation time; Application deadline - February 29, 1980
Maximum enrollment: 20
For: Librarians with MLS or more; Operating librarians without MLS: Media Specialists
Level: Intermediate
Enrollment Requirements: None
Prerequisite Coursework: A course in Selection (highly recommended)
Type of Delivery System: Classroom presentation
Supportive Methods: Discussions; Games; Laboratory work; Panel presentations; Lectures; Reading materials; Role-playing; Team teaching; Video tapes
Credit: Graduate credit (3)
Recognition: None
Evaluation of Program: Internal system of evaluation; By participants

Fees: Tuition and food - $121.50; Lodging - $24 - $36; Single living accommodations available on campus

Person to Contact: School of Continuing Education; Central Missouri State University; Warrensbury, Missouri 64093; 816/429-4676

**School/Media
**Young Adults

## NEW JERSEY

### 611:527 CURRENT TRENDS IN READING FOR CHILDREN

Objectives:

> Trends and issues in reading for children will be considered in this advanced seminar for librarians working with children in school or public libraries. Current materials will be appraised and criteria for selection re-examined.

At: Varies
Sponsor(s): Rutgers Graduate School of Library & Information Studies, 4 Huntington, New Brunswick, New Jersey
Teacher/Leader: Barbara Rollock, Coordinator of Children's Services, New York Public Library
Time: Spring or Fall Semester; Participants meet weekly for ten weeks; 27 contact hours
For: Librarians with MLS or more; Operating Librarians without MLS
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: None
Type of Delivery System: Intermittent
Descriptive Materials: Brochure
Credit: Graduate credit; Credit toward Post MLS Certificate (2)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: $100 for New Jersey residents; $140 for nonresidents; Other fees - $26.25
Person to Contact: Director, Professional Development, Rutgers Graduate School of Library & Information Studies, 4 Huntington, New Brunswick, New Jersey; 201/932-7169

PENNSYLVANIA

## ACTIVITIES FOR THE ELEMENTARY GIFTED WORKSHOP

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--develop activities (classroom and library) which challenge the gifted child

At: Rohrbach Library, Kutztown State College, Auditorium, Kutztown, Pennsylvania 19530
Sponsor(s): Department of Library Science, Kutztown State College, Kutztown, Pennsylvania 19530 (215)683-4300
Teacher/Leader: Paul and Judy Strubeck, Teachers, Twin Valley School District, Elverson, Pennsylvania 19520
Time: 1 day; 11/10/79; Daily; 7 contact hours; 7 total hours; Program first offered 11/79
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Teachers
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Institute; Workshop
Supportive Methods: Discussions; Laboratory work; Lectures; Picture boards; Simulation methods
Credit: Information not given
Recognition: Certificate
Evaluation of program: By participants
Fees: Tuition $14
Person to Contact: Dean of Continuing Education, Kutztown State College, Kutztown, Pennsylvania 19530 (205) 683-4250

**School/Media
**Materials and Services for Gifted Children

PENNSYLVANIA

## ILLUSTRATION: THE ART AND THE CRAFT

Objectives:

This program provides a professional update on illustration in children's literature. Participants will have the opportunity to meet and talk with some of the truly outstanding illustrators and editors of books for children.

At: Drexel University at Creese Student Center, Mandell Theater and Educational Activities Center, Philadelphia, Pennsylvania
Sponsor(s): School of Library and Information Science, Drexel University and the Free Library of Philadelphia
Teacher/Leader: Tomie de Paola, Artist, Author, and Keynote Speaker; and Beth and Joe Krush, Recipients of the 1980 Drexel Citation
Time: March 19, 1980; 9:00 am to 3:30 pm; 6½ total hours
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Trustees; Teachers; Publishers; Artists; Writers; Parents; Booksellers
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: None
Type of Delivery System: Workshop
Supportive Methods: Discussions
Credit: No credit awarded
Recognition: None
Evaluation of Program: No evaluation
Fees: $25
Person to Contact: Drexel University, Office of Continuing Professional Education, Philadelphia, Pennsylvania 19104; 215/895-2156

## PENNSYLVANIA

### THE LIBRARIAN AND THE PRESCHOOL CHILD WORKSHOP

Objectives:

Upon successful completion of the workshop the participant will be able to

--develop a program for preschool children in either a school or public library
--design an educational program for parents of preschoolers
--present an effective story hour to young children
--publicize activities for preschool children

At: Robrbach Library
Sponsor(s): Dept. of Library Science, Kutztown State College, Kutztown, Pennsylvania 19530; 215-683-4300
Teacher/Leader: Doris Rosenberger, Librarian, Robeson Elementary School, RD #1, Birdsboro, PA 19508; 215-582-8748
Time: one day program; from 3/29/80, 6 contact hours; course has been presented one time, application deadline March 24, 1980
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: None
Type of Delivery System: Institute; Workshop
Supportive Methods: Films; Laboratory work; Lectures; Question and answer; Role-playing exercises, Video tapes
Credit: No credit
Recognition: None
Evaluation of Program: Informal by participants
Fees: Tuition $12.00
Person to Contact: Dean of Continuing Education, Kutztown State College, Kutztown, Pennsylvania 19530; 215/683-3511 x 354

**Storytelling
**Public Librarianship
**School/Media Librarianship

## CHILDREN, MATERIALS & SERVICES FOR

## PENNSYLVANIA

### PUPPETRY WORKSHOP

Objectives:

Upon successful completion of the workshop the participant will be able to

--make a hand puppet
--design a puppet stage
--present a performance using a variety of puppets

At: Rohrback Library, Kutztown State College
Sponsor(s): Dept. of Library Science, Kutztown State College, Kutztown, PA 19530 215-683-4300
Teacher/Leader: Kathryn Hawn, Quaker Village Puppeteers
Time: One day program May 10, 1980; 8 contact hours; course has been presented to date 3 times; application deadline is May 5, 1980.
For: Librarians with MLS or more (30); Operating Librarians without MLS (30); Paraprofessionals (30); Media Specialists (30); Anyone interested in puppetry
Level: Basic or beginner
Enrollment Requirements: None
Preparation for Program: None
Type of Delivery System: Offered on a regular basis each year, Institute, Workshop
Supportive Methods: Laboratory work, Workbook & Hand puppet kit
Descriptive Materials: Brochure
Credit: No credit
Recognition: None
Evaluation of Program: Informal by participants
Fees: Tuition $16.00
Person to Contact: Dean of Continuing Education, Kutztown State College, Kutztown, Pennsylvania 19530; 215-683-3511 x 354

**School/Media Librarianship
**Storytelling

TEXAS

## INNOVATIVE LIBRARY PROGRAMS

Objectives:

Upon successful completion of this workshop, participants are expected to be able to:

--plan and conduct a variety of effective library promotional programs
--create simple hand puppets
--select appropriate stories for puppet productions and storytelling
--produce effective puppet shows alone or with child participation
--tell at least one story appropriate for child audience or young adult
--produce story-related dramatics

At: Sam Houston State University, University Library, UL 306, Huntsville, Texas 77341
Sponsor(s): Sam Houston State University, Library Science Department, P.O. Box 2236, Huntsville, Texas 77341 (713) 296-6211, Ext. 1151
Teacher/Leader: Dr. Janelle Paris, Assistant Professor, Sam Houston State University, Huntsville, Texas 77341 (713) 295-6211, Ext. 1151 (see list of 3 resource people--#14)
Time: 6/16/80-6/30/80; 2 days (2 weeks apart), 7 contact hours per day; 6 preparation hours per week; 26 total hours (including time in class); Offered 6/16/80 for first time--6/30/80 (program continues--not a repeat)
Maximum Enrollment: 30
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Teachers
Level: Intermediate
Enrollment requirements: None
Prerequisite coursework: None given
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Discussions; Lectures; Role-playing; Team teaching; Demonstrations
Descriptive Materials: Workshop resource persons--Ms. Nancy Renfro (puppet designer/consultant), Nancy Renfro Studios, 1117 W. 9th Street, Austin, Texas 78703; Dr. Douglas Street, Assistant Professor (performing storyteller

dramatics), Texas A&M University, Department of English, College Station, Texas 77843; Mrs. Michele Otstott (Librarian), Ph.D. Candidate, Innovative Ideas for Library Programs, Toler Elementary School, 3520 Gutherie, Garland, Texas 75043

Credit: Graduate Credit (one hour); Continuing Education Units (one unit)

Recognition: Grade; Certificate for Continuing Education participants

Evaluation of Program: By participants

Fees: Tuition for those receiving unit and grade; $30 for those receiving continuing education credit

Person to Contact: Dr. Janelle A. Paris, L.S. Department, P.O. Box 2236, Sam Houston State University, Huntsville, Texas 77341 (713) 295-6211, Ext. 1151

**Puppetry
**Public
**School/Media
**Storytelling

## CHILDREN, MATERIALS AND SERVICES FOR

### VENEZUELA, MEXICO, JAMAICA

611:589(80) STUDY TOUR OF CHILDREN'S LITERATURE AND CULTURE IN VENEZUELA, MEXICO AND JAMAICA

Objectives:

> Participants will become acquainted with the cultural heritage and literature for children in each country; will participate in the International Association of School Librarians Conference; will meet with leading librarians and educators; and tour museums and bookstores and attend cultural events.

At: Venezuela, Mexico, and Jamaica
Sponsor(s): Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey
Teacher/Leader: Dr. Esther Dyer, Assistant Professor, Graduate School of Library and Information Studies, Rutgers University
Time: 7/14/80 to 8/1/80; Daily; 40 contact hours; Offered on demand by developer/instructor; First time offered
Maximum Enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Type of Delivery System: Study Tour
Supportive Methods: Discussions; Lectures; On-site visits
Credit: Graduate Credit (3); Credit toward Post-MLS Certificate (3); Credit/No credit (Pass/Fail) option
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $150, New Jersey resident; $210, out-of-state; Other fees - Travel expenses
Person to Contact: Jana Varlejs, Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903; 201/932-7169

**Study Tour

## CHURCH LIBRARIANSHIP

### PENNSYLVANIA

### UPDATING CHURCH LIBRARY SKILLS AND SERVICES

Objectives:

Participants will be able to:

- use additional promotional ideas
- feel more familiar with audio visual equipment
- understand their stage of progress as a developing library

Goal - To update church library skills and services

At: Messiah College, Learning Resources Center, Grantham, Pennsylvania 17027
Sponsor(s): Office of Continuing Education, Messiah College
Teacher/Leader: Roger Miller, Director of Learning Resources Center, Messiah College
Time: 5 days during October (Tuesdays): 15 contact hours
For: Church librarians; All denominations
Level: Basic or beginner
Enrollment Requirements: None
Preparation for Program: None
Type of Delivery System: Intermittent; Offered on a regular basis each year; Classroom presentation; Workshop
Supportive Methods: Discussions; Films; Laboratory work; Lectures; Question and answer; Slides/filmstrips; Video tapes
Credit: Continuing Education Units (1)
Recognition: Certificate
Evaluation of Program: By participants
Fees: Information not provided; Living accommodations are available on campus for single and couples
Person to Contact: Roger Miller, Director of Learning Resources Center, Messiah College, Grantham, Pennsylvania 17027; 717/766-2511

**Continuing Education
**Selection and Acquisition of Library Materials

## DISTRICT OF COLUMBIA

### ORAL HISTORY

Objectives:

To introduce librarians to the production, maintenance, and use of oral history materials. Upon completion of the course, students will be able to:

- --conduct an oral history interview, transcribe and process it for library use
- --trace the development of oral history as a research tool
- --identify sources, reference tools, and repositories for oral history materials
- --identify legal and ethical aspects a librarian must consider in the use of oral history materials
- --describe and suggest solutions to the problem in accessioning, processing, and managing oral history materials

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C.
Sponsor(s): Same as above
Teacher/Leader: Betty McKeever
Time: 8/30/80 to 12/17/80; 15 days; 37.5 contact hours; 112.5 hours preparation time; 150 total hours; Weekly
Maximum Enrollment: 15
For: Librarians with MLS or more; Media Specialists
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Audio tapes or cassettes; Field experience; Laboratory work; Interviews
Descriptive Materials: Brochure; Catalog; Syllabus
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition - $158 per credit hour

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D.C. 20064; 202/635-5085

**Oral History
**Research

# COMMUNICATIONS

## DELAWARE

### ASSERTIVE TRAINING

Objectives:

Upon successful completion of this course, participants are expected to be able to give directions, set limits and clear up communication problems. Objectives are to identify differences both verbal and non-verbal between assertive, non-assertive & aggressive behavior in themselves and others, identify verbally at least two assertive techniques and use them, separate facts from assumptions in a problem situation, identify their wants in a situation in specific behavioral terms, write and deliver a script to confront a behavior you don't like in another person, identify 3 possible blocks to assertive behavior and ways to overcome these blocks, identify 3 difficulties in responding to criticism and use the technique to clarify questions in dealing with criticism.

At: Delaware Division of Libraries, University of Delaware Continuing Education, Dover, Delaware
Sponsor(s): Same
Teacher/Leader: Chris Jeter, University of Delaware Continuing Education
Time: Information not provided
Maximum Enrollment: Information not provided
For: Information not provided
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Information not provided
Descriptive Materials: Information not provided
Credit: Continuing Education Units (3)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: $50
Person to Contact: Janet Taulane; Del. Division of Libraries; 630 State College Rd.; Dover, DE 19901

**Administration & Management
**Continuing Education
**Human Resources Development

# COMMUNICATIONS

## ILLINOIS

### COMMUNICATIONS

Objectives:

An introduction to communication processes and systems including an analysis of the nature and influence of mass media.

At: Rosary College Graduate School of Library Science, River Forest, Illinois
Sponsor(s): Same as above
Teacher/Leader: P. Williams, Associate Professor, Rosary College Graduate School of Library Science
Time: 1/16/80 to 5/8/80 (weekly); 30 contact hours; offered each semester.
For: Librarians with MLS or more; Operating Librarians Without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading Materials; Tests.
Credit: Graduate Credit (3).
Recognition: Grade
Evaluation of Program: Internal system of evaluation.
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division St., River Forest, Illinois 60305; 312/366-2490 ext. 324.

## ILLINOIS

### COMMUNICATIONS

Objectives:

An introduction to communication processes and systems including an analysis of the nature and influence of mass media.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305
Sponsor(s): Same as above
Teacher/Leader: P. Williams, Associate Professor; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305; 312/366-2490
Time: 6/30/80 - 8/8/80; Meetings held M-Th; Contact hours (30); Offered each semester
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures
Descriptive Materials: Information not provided
Credit: Information not provided
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305; 312/366-2490 ext. 324

# CONSERVATION & PRESERVATION OF LIBRARY MATERIALS

## MARYLAND

### LBSC 499 (499G) COLLECTION & CONSERVATION MANAGEMENT FOR ARCHIVISTS AND LIBRARIANS

Objectives:

- --design a condition report form and conduct an on-site survey.
- --develop a preventive care policy with guidelines for implementation and badget projections.
- --write a disaster plan for an institution.
- --formulate a proposal for funding a collection development and/or conservation project.

At: College of Library & Information Services; University of Maryland; College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: Dr. Lawrence J. McCrank, Assistant Professor; CLIS; UMCD; College Park, MD 20742; 301/454-2251
Time: May 19 - May 28; Held daily M-S, S-W; Contact hours 30 per term; Approximate student preparation 100 hours per term; Total hours 130-150; Offered annually; Offered on demand by developer/instructor by consultant contract; First offered 1978 - 1 time
Maximum Enrollment: 20
For: Librarians with MLS or more; Administrators; Middle managers; Conservators; Archivists; Curators
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Intro. to Conservation or equivalent
Type of Delivery System: Classroom Presentation; Tutorial; Workshop
Supportive Methods: Discussions; Field experience; Lectures; On-site visits; Personalized system of instruction; Question-and-answer; Team teaching
Descriptive Materials: Information not provided
Credit: Information not provided
Recognition: Information not provided
Evaluation of Program: Information not provided

Fees: $60/credit hour - resident; $111/credit hour - nonresident

Person to Contact: Information not provided

**Administration & Management
**Archives
**Bibliography
**Academic
**Public
**Special
**Reprography
**Research
**Technical Services

# CONSERVATION AND PRESERVATION OF LIBRARY MATERIALS

## MARYLAND

### INTRODUCTION TO THE CONSERVATION OF ARCHIVAL AND LIBRARY MATERIALS

Objectives:

This course is designed to introduce students to the more practical sides of Library and Archive preservation. Its focus will be upon the various materials found within such collections. The nature of materials, their techniques of manufacture and period differences will be discussed and analyzed. Throughout the course preservation requirements for each material will be considered together with the expected treatment alterations and ethical questions involved. The coursework will stress theoretical as well as practical experience in describing condition and needs. Handling period materials from the University's own collections will be an essential part of this course. This course is planned for the person who presently is or shortly will be a professional librarian or curator of manuscripts and/or early printed books and similar library materials. Its goal will be to acquaint students with the concepts, literature, methods, possibilities and language of preservation. It is hoped that participants will develop a basic understanding in the care and maintenance of Library and Archive collections which will enable them to discuss condition and requirements with conservators and bookbinders.

At: CLIS; Undergraduate Library; College, Park, MD
Sponsor(s): University of Maryland; College of Library and Information Services; College Park, Maryland 20742; 301/454-5441
Teacher/Leader: Dr. L. J. McCrack; CLIS; John Dein; Johns Hopkins University
Time: From 1/17/80 to end of April; Contract hours (45); Preparation time (90); Participants meet weekly
For: Librarians and archivists with MLS or more
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Seminar
Supportove Methods: Films; Lectures; Slides/Filmstrips
Descriptive Materials: Syllabus

Credit: Graduate credit; Audit
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $60 per credit hour, MD-residents; $111 per credit hour, non-resident
Person to Contact: Jean Diepenbrock; University of Maryland, 301/454-3016

**Archives
**Rare Book Librarianship

## CONTINUING EDUCATION

### CALIFORNIA

### TITLE OF COURSE NOT PROVIDED

Objectives:

Increase skills in various areas of library science.

At: University of California; Berkeley Campus; 94720
Sponsor(s): UC; Berkeley School of Library and Information Studies and University of California Extension; 2223 Fulton Street; Berkeley, CA 94720; 415/642-1061
Teacher/Leader: Various
Time: Quarterly; Held Weekly; Contact hours vary; Student preparation hours vary; Total hours vary; Offered quarterly; Program first offered 1979 - 2 quarters
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Paraprofessionals; Administrators; Technical Information Specialists; Information Science Specialists
Level: Intermediate; Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Seminar; Workshop
Supportive Methods: Varies
Descriptive Materials: Brochure
Credit: Graduate Credit; Continuing Education Units; Quarterly Units
Recognition: Information not provided
Evaluation of Program: Internal system of evaluation; By participants
Fees: Varies
Person to Contact: Ruth Majorakoff; University of California Extension; 2223 Fulton Street; Berkeley, CA 94720; 415/642-1061

# CONTINUING EDUCATION

## CALIFORNIA

### FRIDAY FORUM SERIES

Objectives:

The objective of the series is to provide participants current information on developments, trends, and issues in librarianship.

At: School of Library Science; University of Southern California; Los Angeles, California
Sponsor(s): Same as above
Teacher/Leader: Martha Hale, Friday Forum Coordinator/ Robert Grover, Assistant Dean
Time: Weekly; from 2/1/80 - 5/16/80; 9/80 - 12/80. Contact hours (6); No preparation hours. Total hours (6 per session). Other--25 weekly programs during school year; specific programs available for off-campus audiences. First offered 9/21/79. Has been offered 8 times.
Maximum Enrollment: 150
For: No specific target
Level: Dependent upon topic for each program
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Day-long sessions offered 20 times, usually on Friday, during the school year.
Supportive Methods: Audio tapes or cassettes; Case study materials; Discussions; Films; Games; Lectures; Overhead projection; Panel presentations; Question-and-answer; Role-playing; Simulation methods; Slides/filmstrips; Team teaching; Video tapes
Descriptive Materials: Friday Forum is a continuing education series intended to meet the educational needs of practicing information specialists in all types of libraries. Topics cover a wide range of professional concerns of current interest to the profession. Participants may subscribe to one or more problems in the series at $25/program or 5/$100. Students enrolled for credit must attend seven programs. Write for more information.
Credit: No credit awarded
Recognition: None
Evaluation of Program: Internal system of evaluation; By participants
Fees: $154/unit credit; $25/session.

Person to Contact: Martha Hale, Coordinator; Friday Forum Series; School of Library Science; University of Southern California; Los Angeles, CA 90007; 213/741-2548

## INDIANA

### LIBRARY SCIENCE FORUM LECTURE SERIES "STATE LIBRARY SERVICES IN THE 1980's"

Objectives:

Information not provided.

At: Ball State University; Pittenger Student Center; 2000 University Ave.; Muncie, IN 47306
Sponsor(s): Department of Library Science; Same as above
Teacher/Leader: Speaker: Joseph F. Shubert, State Librarian and Assistant Commissioner for Libraries; New York State
Time: 4/17/80; Meetings held as scheduled; First offered 1968; 12 annual series
Maximum Enrollment: Information not provided
For: No specific target
Level: Varied
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Lectures
Descriptive Materials: Speakers are prominent librarians and other leaders associated with library interests or with production and distribution of books and non-print media; Catalogue
Credit: No credit awarded
Recognition: None
Evaluation of Program: Information not provided
Fees: None
Person to Contact: Dr. Marina E. Axeen, Chairman; Dept. of Library Science; North Quad 322; Ball State University; Muncie, IN 47306; 317/285-7180

**State Library Agency Work

## CONTINUING EDUCATION

### INDIANA

### LIBRARY SCIENCE FORUM LECTURE SERIES "TRENDS IN ACADEMIC LIBRARIES AND THEIR IMPACT ON LIBRARY EDUCATION"

Objectives:

Information not provided

At: Ball State University; Pittenger Student Center; 2000 University Ave.; Muncie, IN 47306
Sponsor(s): Department of Library Science; Same as above
Teacher/Leader: Speaker: Richard Dougherty, Director of University Libraries, University of Michigan
Time: March 20, 1980; Meetings held as scheduled; First offered 1968 - 12 annual series
Maximum Enrollment: Information not provided
For: No specific target
Level: Varied
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Lectures
Descriptive Materials: Speakers are prominent librarians and other leaders associated with library interests or with production and distribution of books and non-print media; Catalog
Credit: No credit awarded
Recognition: None
Evaluation of Program: Information not provided
Fees: None
Person to Contact: Dr. Marina E. Axeen, Chairman; Dept. of Library Science; North Quad 322; Ball State University; Muncie, IN 47306; 317/285-7180

**Academic Librarianship
**Education for Librarianship

# CONTINUING EDUCATION

## NEW YORK

### POST-MASTER'S STUDIES IN LIBRARIANSHIP

Objectives:

This program is designed for graduate librarians who want to improve their competencies in present positions or to prepare for new positions as administrators, subject specialists, information officers, or technical specialists in libraries and related organizations (media, educational resources, documentation, information, and referral centers). The program will be individually tailored for each student and will include courses selected from the offerings of the Library Science Department departments of Queens College, other units of the City University of New York, and other library schools in the metropolitan New York area. An integral part of the program will be a major research or investigatory project in the student's field of interest. The program is registered by the New York State Education Department.

At: Graduate School of Library and Information Studies, Queens College, Flushing, New York.
Sponsor(s): Same as above
Teacher/Leader: Richard J. Hyman, Director, Queens College,
Time: Semester, from 2/4/80 to 6/2/80; from 6/30/80 to 8/8/80 (Summer session); from 9/80 to 1/31/80; Contact hours (30); Prep. time (150) weekly.
For: Librarians with MLS or more; Administrators; Middle Managers; Technical Information Specialists; Media Specialists; School Librarians: Blacks, Spanisn Surnamed, Native Americans, Asians, other minorities.
Level: Advanced
Enrollment Requirements: MLS Degree, 2 years of experience in library and information science field.
Prerequisite Coursework: None
Type of Delivery System: Intermittent, offered on a regular basis each year. Casettes/Tapes, Classroom Presentation, Internship/Practicum, Seminar, Television or Television/Classroom, Tutorial, Workshop.
Supportive Methods: Audio tapes or cassettes; Case study materials; Diagnostic tests; Discussions; Field experience; Films; Laboratory work; Lectures; On-site visits; Overhead projection; Panel presentations; Problem sets and

exercises; Question and answer; Reading materials; Role-playing exercises; Slides/filmstrips; Tests; Video tapes
Descriptive Materials: Brochure; Catalog
Credit: Continuing Education Units (30); Graduate Credit; Credit toward Post-MLS Certificate (30)
Recognition: Certificate
Evaluation of Program: By participants; By panel of experts
Fees: Tuition $75 per credit; Other fees $104 Consolidated Fee; No living accommodations available on campus
Person to Contact: Richard J. Hyman; Same phone and address as above

**Information Science
**Media: Design & Production
**Minorities, Materials & Services for

# CONTINUING EDUCATION

## NEW YORK

### CERTIFICATE OF ADVANCED STUDY

Objectives:

Information not provided.

At: School of Library and Information Science; State Univ. of N.Y.; Albany, N.Y. 12222
Sponsor(s): Same as above
Teacher/Leader: Robert Burgess, Program Coordinator; SLIS, SUNYA; Albany, N.Y. 12222; 518/455-6159
Time: Meeting weekly; Offered annually; First offered Fall 1978
Maximum Enrollment: Information not provided
For: Librarians with MLS or more
Level: Advanced
Enrollment Requirements: MLS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Independent study (e.g., knowledge packages, programmed learning, etc.); Internship/Practicum; Seminar
Supportive Methods: Information not provided
Descriptive Materials: Post MLS program, individually tailored to student, professional needs, leading to Certificate of Advanced Study. Typical specializations: User Education; School Library Media Supervision; Reference, Bibliography and Information Services; Systems Analysis and Library Automation. Program features specialized internship opportunities; requires research paper (thesis). Brochure
Credit: Graduate Credit; Credit toward Post-MLS Certificate
Recognition: Certificate
Evaluation of Program: Internal system of evaluation; External system of evaluation
Fees: $58.35 per credit hour (state resident)
Person to Contact: Coordinator, CAS Program; SLIS, SUNYA; Albany, N.Y. 12222; 518/455-6159

## CONTINUING EDUCATION

TEXAS

### DIRECTED INDIVIDUAL STUDY IN LIBRARY SCIENCE

Objectives:

To familiarize public librarians with librarian support of the students of the Open University in England. To provide an experience in public librarianship of a comparative nature in the area of adult services. To report on methods, materials, services, attitudes of librarians serving adult independent learners in England.

At: London International Hotel, London, England
Sponsor(s): Department of Library Science, Sam Houston State University, Huntsville, Texas
Teacher/Leader: Jane A. Reilly, Assistant Professor, Sam Houston State University
Time: May 14, 1980 to May 26, 1980.
For: Librarians with MLS or more; Operating Librarians without MLS; Middle Managers; Administrators.
Level: Advanced
Enrollment Requirements: BA/BS Degree; none for audit
Prerequisite Coursework: None
Type of Delivery System: Independent Study; Lecture, Tour and Readings and report for credit students.
Supportive Methods: Visits to sites of service.
Descriptive Materials: Information not provided
Credit: Graduate Credit (3); Undergraduate Credit (3); Audit (3); Credit toward Post-MLS Certificate (3); Continuing Education Units (5)
Recognition: Grade; Certificate
Evaluation of Program: Internal system of evaluation; By participants
Fees: $58.00; Audit $15.00; $950 = cost of tour
Person to Contact: Information not available

**Education for Librarianship
**Public
**Adults
**Librarian as Learners' Advisor

# DATA BASES (INCLUDING CONSTRUCTION)

## CALIFORNIA

### ON-LINE BIBLIOGRAPHIC SEARCHING

Objectives:

Content is non-vendor specific and focuses primarily on data bases--selection, coverage, scope, evaluation, indexing, thesauri, classification codes, "trees" and "hedges", weighting, and related subjects. Discussions cover the use of these features to develop effective search strategies. Other topics include the user interview, some management considerations, a brief review of the development of on-line systems, and the present state of the art in on-line searching.

At: 113 South Hall, University of California, Berkeley, CA.
Sponsor(s): University of California, Berkeley, University Extension and the School of Library and Information Studies
Teacher/Leader: Barbara E. Anderson, editor of publications and chief documentalist for the Lockheed DIALOG Information Retrieval Service.
Time: Saturday, February 9 and 16, 1980: 9 AM - 3 PM.
For: Beginning searchers who have already learned the basics of on-line searching techniques and want to develop and refine their searching skills.
Level: Recommended for individuals with less than one year of searching experience.
Enrollment Requirements: Completion of an introductory level one-day training session in on-line searching techniques from one of the major on-line vendors (Lockheed, SDC. or BRS). If you have questions about the prerequisite, call 415/642-1061.
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures; Discussions; Problem sets and exercises; On-line demonstrations.
Descriptive Materials: Brochures
Credit: Continuing Education Unit (1.0)
Fees: $75.00
Person to Contact: Letters and Sciences, UC Extension Center, 55 Laguna St., San Francisco, CA 94102. 415/666-3291.

# DATA BASES (INCLUDING CONSTRUCTION)

## DISTRICT OF COLUMBIA

### DATA BASES: THEIR ORGANIZATION AND RETRIEVAL SYSTEMS

Objectives:

An introduction to and survey of existing machine-readable data bases which should enable students to utilize new sources of information contained in computer processed files. Upon successful completion of this course, the students will be able to:

--describe organizational types and methods of dissemination currently employed,
--identify existing data bases,
--design a survey questionnaire,
--analyze in detail at least one existing data base.

At: The Catholic University of America; Graduate Department of Library and Information Science; Washington, D.C. 20064; 202/635-5085
Sponsor(s): Same as above
Teacher/Leader: Dr. Bahaa El Hadidy, Assistant Professor; Graduate Department of Library and Information Science; The Catholic University of America
Time: 15 days; From 1/10/81 to 5/6/81; Approximately (37.5) contact hours; Student preparation hours (112.5); Total hours (150): Weekly; Application deadline is 1/9/81
Maximum Enrollment: 15
For: Librarians with MLS or more; Administrators; Middle Managers; Technical Information Specialists; Information Science Specialists.
Level: Advanced
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Intermittent; Offered on a regular basis each year; seminar
Supportive Methods: Laboratory work; Lectures; On-site visits; Reading materials; Student presentation
Descriptive Materials: Brochure
Credit: Audit (0); Certificate (with 24 hours); Grad. Credit (3)
Recognition: Grade
Evaluation of Program: By participants

Fees: Tuition $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman; GDLIS; The Catholic University of America; Washington, D.C. 20064; 202/635-5085

# DATA BASES (INCLUDING CONSTRUCTION)

## DISTRICT OF COLUMBIA

### ONLINE SEARCH LABORATORY

Objectives:

Upon successful completion of the course participants are expected to be able to:

--Prepare searches using user guides and thesauri produced by the major data base suppliers.
--Successfully search major data bases including DIALOG (Lockheed Information System); ORBIT (System Development Corporation); BRS (Bibliographic Retrieval Service).

At: The Catholic University of America; Graduate Department of Library and Information Science; Washington, D.C.
Sponsor(s): Same as above.
Time: 15 days; From 5/12/80 - 6/20/80; From 8/30/80 - 12/17/80; From 1/10/81 - 5/6/81; Contact hours (25); Preparation time (50); Total hours (75); Participants meet weekly; Course/program has been presented to date 6 times.
For: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Intermediate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation; Tutorial; Laboratory Work
Supportive Methods: Computer-assisted instruction; Diagnostic tests; Discussions; Laboratory work; Lectures; Overhead projection; Problem sets and exercises; Dialog search; Demonstrations
Descriptive Materials: Brochure; Catalog; Syllabus
Credit: Audit; Graduate credit (2); Credit toward Post-MLS Certificate (2)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $140 per credit hour; Other fees $25 for lab.
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman; Graduate Department of Library and Information Science; The Catholic University of America; Washington, D.C. 20064; 202/635-5085

**Information Science

## DATA BASES (INCLUDING CONSTRUCTION)

### ILLINOIS

### LIB. SIC. 359 - ORGANIZATION AND SEARCHING OF MECHANIZED BIBLIOGRAPHIC DATA BASES

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--analyze libraries as systems with interrelated subsystems
--analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
--describe the entire systems development process with emphasis on the analytical phase of it
--conduct a practical but limited systems study

Machine-stored bibliographic data bases offer libraries an information retrieval mechanism of increased efficiency and effectiveness. This course will survey the diversity of such systems currently available with consideration of their scope, variety, limitations and implications for the future. The primary emphasis will be on scientific data bases (physical, biological and social) because these represent the majority of those likely to be encountered.

At: Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois 60637, JRL S-124
Sponsor(s): Same as above; (312) 753-3482
Teacher/Leader: Pauline Angione, Lecturer, Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois 60637 (312) 753-3482
Time: 6/23/80-8/15/80; Weekly, M-W-F; 1 hour, 40 minutes contact hours per meeting; Offered on a regular basis annually; Program first offered 1976; Program been offered 4 times
Maximum enrollment: 30 (approximate)
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Information Science Specialists
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Prerequisite coursework: None given
Type of Delivery System: Classroom Presentation
Supportive Methods: None given

Credit: Graduate Credit; Units used: 5 quarter hours or 3 1/3 semester hours
Recognition: Information not provided
Evaluation of Program: By participants
Fees: $441.00
Person to Contact: Dean of Students, Graduate Library School, University of Chicago, 1100 E. 57th Street, Chicago, Illinois 60637 (312) 753-3481

**Reference

# DATA BASES (INCLUDING CONSTRUCTION)

## MICHIGAN

### ON-LINE SEARCHING OF LOCKHEED DIALOG DATA BASES: ADVANCED DIALOG SYSTEM REFRESHER SEMINAR

Objective:

Participants will receive a review of the DIALOG system and extension of DIALOG commands. They will also be trained to use cost saving search strategies. The instructor will provide detailed explanations of the system structure and its features such as full text search capabilities, search-save, and SDI capability. New features of the DIALOG system will be introduced.

At: To be announced.
Sponsor(s): University of Michigan, School Library Science, and the University Extension Service
Teacher/Leader: Joseph DiSalvo
Time: Three sessions have been scheduled: (1) Feb. 20, 1980, 1:00-4:30 PM; (2) Mar. 18, 1980, 1:00-4:30 PM; (3) April 24, 1980, 8:30-12:00 Noon.
For: Experienced DIALOG searchers.
Level: Advanced
Descriptive Materials: Brochure
Credit: Application has been made for the granting of Continuing Education Units (CEUs) for participation in this workshop. The CEU is the nationally recognized means for the certification of continuing education experiences.
Fees: $25.00
Person to Contact: Joan C. Durrance, Coordinator of Continuing Education, School of Library Science, University of Michigan, Ann Arbor, Michigan 48109; 313/763-1569

## DATA BASES (INCLUDING CONSTRUCTION)

## MICHIGAN

### ON-LINE SEARCHING OF LOCKHEED DIALOG DATA BASES: THE BASIC SYSTEM SEMINAR

Objectives:

> Participants will be trained by a DIALOG training specialist to use the DIALOG on-line data base system; participants will learn how to choose a database, how to conduct both subject and non-subject searches. They will also learn cost saving shortcuts, how to formulate and re-use effective search strategies, and advanced system features such as limiting, updating a search, and stacking commands.

At: Winchell House; 580 Union Drive; Ann Arbor, MI 48109
Sponsor(s): University of Michigan; School of Library Science and The University Extension Service
Teacher/Leader: Joseph DiSalvo
Time: Three sessions scheduled: 2/19/80, 8:30 a.m. - 4:30 2/20, 8:30 - 12:00 noon; 3/17, 8:30 - 4:30, 3/18, 8:30 - 12:00 noon; 4/24, 1:00 - 4:30, 4/25, 8:30 - 12:00 noon
Maximum Enrollment: 18
For: Prospective on-line data base users; Current on-line data base users
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Application has been made for the granting of CONTINUING EDUCATION UNITS (CEUs) for participation in this workshop. The CEU is the nationally recognized means for the certification of continuing education experiences.
Recognition: Information not provided
Evaluation of Program: Information not provided
Fees: $65.00
Person to Contact: Joan C. Durrance, Coordinator of Continuing Education; School of Library Science; University of Michigan; Ann Arbor, MI 48109; 313/763-1569

# DATA BASES (INCLUDING CONSTRUCTION)

## NEW JERSEY

### 611:589(10) DATA BASE MANAGEMENT

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--analyze libraries as systems with interrelated subsystems
--analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
--describe the entire systems development process with emphasis on the analytical phase of it
--conduct a practical but limited systems study

In this introductory course on principles of data base management systems, basic concepts of data structure and organization in logical and physical data bases will be discussed. Types of data base languages, components and environments for data base management systems and organizational and operational impacts of such systems will be covered.

**At**: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903
**Sponsor(s)**: Same as above (201) 932-7169
**Teacher/Leader**: H. Urbach, Consultant, Data Base Design Company
**Time**: 6/2/80-6/4/80; Daily; 20 contact hours; Offered on demand by developer/instructor; Program first offered Summer 1980
**Maximum enrollment**: 20
**For**: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
**Level**: Intermediate
**Enrollment requirements**: MLS Degree; BA/BS Degree
**Prerequisite coursework**: Some familiarity with computer based retrieval
**Type of Delivery System**: Classroom Presentation
**Supportive Methods**: None given
**Credit**: Graduate Credit 1.5; Credit toward Post-MLS Certificate 1.5; 1.5 credits/20 contact hours
**Recognition**: Grade

Evaluation of Program: By participants

Fees: $75.00 New Jersey residents; $105.00 nonresidents; $26.25 student fee

Person to Contact: Jana Varlejs, Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903 (201) 932-7169

**Automation & Data Processing

## DATA BASES (INCLUDING CONSTRUCTION)

NEW JERSEY

### 611:589(12) INTRODUCTION TO NUMERIC DATA BASES

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --analyze libraries as systems with interrelated sybsystems
- --analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
- --describe the entire systems development process with emphasis on the analytical phase of it
- --conduct a practical but limited systems study

Specific characteristics of numeric data bases and issues and problems in their use will be discussed. Practical experience with a few of the NDBs available through the Dialog System will be provided. Topics covered will include structure and searchability of data bases, analysis and reporting of data, subject coverage, origin and availability of NDBs, and some soft-ware packages for processing NDBs.

At: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903
Sponsor(s): Same as above; (201) 932-7169
Teacher/Leader: Leny Struminger, Director of Information Handling Laboratory, Rutgers GSLIS
Time: 6/9/80-6/13/80; Daily; 20 contact hours; Offered on demand by developer/instructor; Program first offered Summer 1980
Maximum enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree
Prerequisite coursework: Familiarity with an on-line system
Type of Delivery System: Classroom Presentation
Supportive Methods: Laboratory work; Lectures
Credit: Graduate Credit 1.5; Credit toward Post-MLS Certificate 1.5; 1.5 credits/20 contact hours

Recognition: Grade
Evaluation of Program: By participants
Fees: $75.00 New Jersey residents; $105.00 nonresidents; $26.25 student fee
Person to Contact: Jana Varlejs, Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903 (201) 932-7169

## PENNSYLVANIA

### ON-LINE LITERATURE SEARCHING

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--analyze libraries as systems with interrelated subsystems
--analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
--describe the entire systems development process with emphasis on the analytical phase of it
--conduct a practical but limited systems study

As a result of participation in this workshop, the individual should become familiar with the general concept of computer based information searching. The participant will also have important information on vendors and services cost and equipment, pricing schemes, access languages, data bases, and search strategy and logic. Hands-on experience using ERIC will be one aspect of the practical learn-by-doing format. A self-instruction manual for on-line searching will be distributed to all workshop participants.

At: Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104
Sponsor(s): School of Library & Information Science, Drexel University, same as above
Teacher/Leader: Professor K. Subramanyam, Associate Professor Library Science, Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104 (215) 895-2486
Time: 4/25/80; 7 contact hours; 7 total hours; Offered periodically
For: Librarians with MLS or more; Middle managers; Information Science Specialists
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: None given
Type of Delivery System: Workshop
Supportive Methods: None given
Credit: No credit awarded

Recognition: Certificate
Evaluation of Program: By participants
Fees: $75.00
Person to Contact: Office of Continuing Professional Education,
Drexel University, 32nd & Chestnut Streets, Philadelphia,
Pennsylvania 19104 (215) 895-2156

# DISSEMINATION

## PENNSYLVANIA

### LSCA IDEA EXCHANGE WORKSHOP

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --analyze libraries as systems with interrelated subsystems
- --analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques
- --describe the entire systems development process with emphasis on the analytical phase of it
- --conduct a practical but limited systems study

Participants will learn from the presentation of the past project manager how to:

a. Identify clientele
b. Develop the confidence required to effectively handle the project
c. Make a more objective and effective evaluation of implementation process of the project
d. Raise the level of efficiency and effectiveness of the project management
e. Receive full value for the money expended
f. Select the most appropriate materials and equipment
g. Use volunteers
h. Avoid pitfalls
i. Disseminate information

At: Not finalized
Sponsor(s): State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, Pennsylvania 17126 (717) 787-8007
Teacher/Leader: Presenters will be drawn from a group of subject experts
Time: Span of program (M/D/Y) not finalized; 6 contact hours per day for 2 days; 0 preparation hours; 0 total hours; Offered on a regular basis annually; Program first offered 2/16-17/78; Program been offered 2 times

Maximum enrollment: 60
For: Administrators; Middle managers; Trustees; Project Managers
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree; AA/AS Degree
Prerequisite coursework: None given
Type of Delivery System: Workshop
Supportive Methods: Discussions; Field experience; Films; Panel presentations; Question-and-answer; Reading materials; Slides/Filmstrips; Television; Video tapes
Descriptive Materials: Not finalized
Credit: No credit awarded
Recognition: Public Acknowledgement (press release, newsletter, banquet, etc.)
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, Pennsylvania 17126 (717) 787-8007

**Administration & Management
**Budgeting & Finance
**Evaluation (Techniques & Methods)

## EDUCATIONAL TECHNOLOGY

### GEORGIA

### EDUCATIONAL MEDIA AND LIBRARIANSHIP

Objectives:

Manage an elementary and/or secondary school media program and/or develop training materials for business, industry, and/or military

At: Department of Educational Media and Librarianship, University of Georgia, Aderhold Hall, Athens, Georgia 30602
Sponsor(s): William E. Hug, Department Chairman (same as above)
Teacher/Leader: Information not given
Time: Continuous; All, depending on course; 4 contact hours per week for 5 quarter hours credit; 60 Med. total hours; 105 Ed.S. total hours; Offered on a regular basis annually; Program first offered 1967
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Media Specialists; Instructional Developers in business and military
Level: Basic or beginner; Intermediate; Advanced
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Depends upon career goals
Type of Delivery System: Cassettes/Tapes; Classroom Presentation; Independent Study (e.g., knowledge packages, programmed learning, etc.); Internship/Practicum; Seminar Television or Television/Classroom; Tutorial; Workshop
Supportive Methods: All these may be found in some aspect of the program.
Credit: Graduate Credit; Undergraduate Credit; Continuing Education Units; Variable Credit
Recognition: Grade; Med and Ed.S. degrees
Evaluation of program: Internal system of evaluation; By participants; External system of evaluation; By an expert; By a panel of experts
Fees: Information not given
Person to Contact: The Graduate Admissions Office, University of Georgia, Athens, Georgia 30602

**Communications
**Education for Librarianship
**Media: Design & Production

## EDUCATIONAL TECHNOLOGY

### MARYLAND

### LBSC 488-A SIMULATION AND GAMING

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --discuss critically the theory, literature, and applications of simulation and gaming
- --analyze problems in communication and instruction to determine whether simulation and gaming would be appropriate technologies
- --evaluate games and simulations
- --design and adapt simple games and simulations

**At:** College of Library and Information Services, University of Maryland, College Park, Maryland 20742
**Sponsor(s):** Same as above
**Teacher/Leader:** Paul F. G. Keller, Assistant Professor (Instructional Technology) (see #3) (301) 454-6002
**Time:** 7/1/80-7/12/80; M-W; 8 contact hours per week; 8 preparation hours per week; Offered on demand by developer/instructor. Availability: Summers; Program first offered 1980; Program been offered zero times
**Maximum enrollment:** 20
**For:** Information not given
**Level:** Basic or beginner
**Enrollment requirements:** BA/BS Degree
**Prerequisite coursework:** Information not given
**Type of Delivery System:** Workshop
**Supportive Methods:** Computer-assisted instruction; Discussions; Games; Lectures; Reading materials; Role-playing; Simulation methods
**Descriptive Materials:** A brief introduction to the theory, literature, and applications of simulation and gaming with special attention to the uses of this often neglected medium in libraries of all types. Simulations and games will be viewed as tools for understanding organizations, as devices for management development, as information products, as well as vehicles for instruction. Consideration will also be given to evaluation, providing user access, selection tools, utilization techniques, and the use of computers. Students will be given the opportunity

to design or adapt a simulation appropriate to their needs and interests.

Credit: Graduate Credit 1 or Undergraduate Credit 1; Units used: semester hours

Recognition: Grade

Evaluation of Program: By participants

Fees: Graduate Credit -- Maryland Resident - $60; Nonresident - $111; Undergraduate Credit -- Maryland Resident - $50; Nonresident - $65

Person to Contact: The teacher (301) 454-6002

**Administration & Management
**School/Media
**Media: Design & Production

# EDUCATIONAL TECHNOLOGY

## MARYLAND

### TELEVISION AND YOUTH

Objectives:

LBSC 488D Television and Youth (Johnson) 1 credit

Statistically, children spend more time watching television than in any other single activity except sleep. On that basis alone, it seems an indisputable fact that television plays a significant role in the lives of our children. The need for informed inquiry into the nature of the television industry and the use and misuse of television as a medium is fundamental for professionals involved in information settings. This course addresses three major areas: (1) the research and what it says about television's impact on children; (2) the economic and political structure of the television industry (especially in relation to consumers); and (3) production techniques and shows that result from them--where we've been and where we're going in technology.

At: College of Library and Information Services, University of Maryland, College Park, Maryland 20742
Sponsor(s): Same as above
Teacher/Leader: Kerry A. Johnson, Ph.D., Assistant Professor (same as above) (301) 454-2590
Time: Weekly; 15 contact hours per semester; Offered on demand by developer/instructor. Availability: when demanded; Program first offered Summer 1980; Program been offered zero times
For: No specific target
Level: Basic or beginner; Intermediate; Advanced
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Seminar; Television or Television/Classroom
Supportive Methods: Films; Lectures; On-site visits; Question-and-answer; Simulation methods; Television; Video tapes
Descriptive Materials: A wide variety of instructional approaches will be used in this course in order to accommodate the range of content covered and the individual styles of students. Invited guests, fieldtrips, examples of television programming, lectures, discussions and

individual study are among the approaches which will be used.

Credit: Graduate Credit; Credit toward Post-MLS Certificate (1 each)

Recognition: Information not given

Evaluation of Program: Internal system of evaluation; By participants ✓

Fees: Tuition

Person to Contact: Information not given

**Public
**School/Media
**Media: Design & Production

# EDUCATIONAL TECHNOLOGY

## MISSOURI

### AUDIOVISUAL EDUCATION

Objectives:

Upon successful completion of this course participants are expected to be able to:

- --Describe the instructional characteristics of various types of instructional media
- --Make effective selection and utilization of audio visual media for instruction
- --Operate audiovisual equipment

At: Central Missouri State University, Hudson Hall, Warrensburg, Missouri 64093

Sponsor(s): CMSU Department of Library Science and Instructional Technology and School of Continuing Education, Warrensburg, Missouri 64093 (816) 429-4835

Teacher/Leader: Dr. Theron Swank, Professor of Library Science and Instructional Technology, CMSU, Ed. 205, Warrensburg, Missouri 64093 (816) 429-4427

Time: 1/4/80-1/5/80; 1/18/80-1/19/80; 2/1/80-2/2/80; 2/15/80-2/16/80; 48 contact hours; 150 preparation hours; Application deadline December 28, 1979

Maximum enrollment: 60

For: Librarians with MLS or more (20); Operating Librarians without MLS (20); Media Specialists (20)

Level: Basic or beginner

Enrollment requirements: None

Prerequisite coursework: Information not given

Type of Delivery System: Classroom Presentation

Supportive Methods: Audio tapes or cassettes; Discussions; Films; Games; Lectures; Overhead projection; Question-and-answer; Slides/Filmstrips; Tests; Television

Credit: Graduate Credit 3; Undergraduate Credit 3

Recognition: None

Evaluation of Program: Internal system of evaluation; By participation

Fees: Tuition and food $121.50; Lodging $24.00-$36.00; Single living accommodations available on campus

Person to Contact: School of Continuing Education, CMSU, Warrensburg, Missouri 64093 (816)429-4676

## MISSOURI

### INSTRUCTIONAL DESIGN AND DEVELOPMENT

Objectives:

To enable learners to describe the basic components of the systematic approach to the development of instruction and to be able to apply this knowledge in the development of lesson units.

At: Central Missouri State University, Hudson Hall, Warrensburg, Missouri 64093
Sponsor(s): CMSU Department of Library Science and Instructional Technology and School of Continuing Education, Warrensburg, Missouri 64093 (816) 429-4835
Teacher/Leader: Dr. Theron Swank, Professor of Library Science and Instructional Technology, CMSU, Ed. 205, Warrensburg, Missouri 64093 (816) 429-4427
Time: 3/21/80-3/22/80; 4/11/80-4/12/80; 4/25/80-4/26/80; 36 contact hours; 100 preparation hours; Application deadline March 14, 1980; Program been offered 2 times
Maximum enrollment: 60
For: Librarians with MLS or more (20); Operating Librarians without MLS (20); Media Specialists (20)
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Lectures; Overhead projection; Question-and-answer; Slides/Filmstrips; Tests
Credit: Graduate Credit 2; Undergraduate Credit 2
Recognition: None
Evaluation of Program: Internal system of evaluation; By participants
Fees: Tuition and food $83.00; lodging $17.00-$27.00; Living accommodations for singles are available on campus
Person to Contact: School of Continuing Education; CMSU, Warrensburg, Missouri 64093 (816) 429-4676

# EDUCATIONAL TECHNOLOGY

## NEW JERSEY

### 611:589(02) MEDIA ISSUES AND TRENDS FOR LIBRARIES IN THE '80's

Objectives:

Students will gain familiarity with new media technologies and forms (such as computer video combinations), and their implications for all types of libraries. Aspects covered will include programming, cataloging, bibliographic control, reference, administration, selection and acquisition.

At: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903
Sponsor(s): Same as above; (201) 932-7169
Teacher/Leader: Deirdre Boyle, Consultant
Time: 1/80-5/80; Weekly; 40 contact hours; Offered on a regular basis annually; Offered, but not held Fall 1979
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Advanced
Enrollment requirements: MLS Degree; BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Video tapes
Credit: Graduate Credit 3; Credit toward Post-MLS Certificate 3
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $150 New Jersey residents; $210 nonresidents; $26.25 student fee
Person to Contact: Jana Varlejz, Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903 (201) 932-7169

**Selection & Acquisition of Library Materials

## ARIZONA

### MEASUREMENT AND EVALUATION OF LIBRARY SERVICES

Objectives:

Upon successful completion of this short course, participants will be able to describe the purposes for evaluation, the different levels of evaluation, and the criteria to be used in evaluation.

At: Multipurpose Room - University of Arizona Library, Tucson, Arizona 85719
Sponsor(s): Graduate Library School, University of Arizona, Tucson, Arizona 85719 (602) 626-3565
Teacher/Leader: F. W. Lancaster, Professor, Graduate School of Library Science, University of Illinois, Urbana, Illinois
Time: 3/10/80-3/11/80; M-T; 15.6 contact hours per 2 days; Offered on a regular basis one time; Program first offered 3/10-11/80
Maximum enrollment: 50
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Middle managers; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner; Intermediate
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Institute
Supportive Methods: Discussions; Lectures; Overhead projection
Descriptive Materials: Contents of the Short Course:

- Introduction to evaluation
  - Purposes of evaluation
  - Levels of evaluation
  - Criteria for evaluation
- Evaluation of document delivery services
  - Collection evaluation
  - Catalog use studies
  - Document delivery tests
- Evaluation of reference services
  - Question-answering services
  - Literature searching services
- Cost-effectiveness analysis

The course will consist of a broad overview and review approach of measuring effectiveness that has been used, or that are now being used. Each area of content will treat: 1) the advantages of evaluation and 2) Problems and limitations of evaluative approaches.

Credit: Continuing Education Units 1.5

Recognition: Certificate

Evaluation of Program: Internal system of evaluation; By participants

Fees: Tuition $85.00

Person to Contact: Robert Berk, Associate Professor, Graduate Library School - University of Arizona, Tucson, Arizona 85719 (602) 626-5219

**Administration & Management

PENNSYLVANIA

## MEASUREMENT AT THE REFERENCE DESK

Objectives:

Measurement at the Reference Desk will assist librarians who wish to increase their skill in the use of measurements and statistics in describing the reference services they provide. The workshop will demonstrate how to gather, process and interpret data on reference transactions. SPSS (Statistical Package for the Social Sciences) computer routines will be introduced as an aid in the analysis of accumulated data. No prior statistical or computer experience is required. The workshop will cover fundamental terms in statistics and present basic techniques for conducting sample surveys.

At: Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104
Sponsor(s): School of Library and Information Science, Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104
Teacher/Leader: Howard D. White, Ph.D., Assistant Professor School of Library and Information, Drexel University, 32nd & Chestnut Street, Philadelphia, Pennsylvania 19104
Time: 4/11/80; 7 contact hours; 7 total hours - 1 day; Offered periodically; Was offered before
For: Administrators; Middle managers; Reference and research librarians
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: None given
Credit: No credit awarded
Recognition: Certificate
Evaluation of program: By participants
Fees: Not yet set
Person to Contact: Office of Continuing Professional Education, Drexel University, 32nd & Chestnut Streets, Philadelphia, Pennsylvania 19104 (215) 895-2156

# FEDERAL LIBRARIANSHIP

## DISTRICT OF COLUMBIA

### FEDERAL LIBRARY ADMINISTRATION

Objectives:

To examine relevant management techniques and tools useful to the librarian practicing in a governmental environment. Primary consideration will be given to budget formulation and presentation, procurement and contracting procedures, personnel recruitment and selection, labor relations, resource sharing, and inter-agency cooperative agreements.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above
Teacher/Leader: Frank Kurt Cylke, Chief, Division for the Blind and Physically Handicapped, Library of Congress and Gerald J. Sophar, Executive Officer, National Argicultural Library
Time: 15 days, 8/31/80-12/17/80; 37.5 contact hours; 112.5 preparation hours; 150 total hours; Weekly; Application deadline 8/15/80
For: Librarians with MLS or more; Administrators, Middle Managers
Level: Advanced
Enrollment requirements: MLS degree; Course in special librarianship or comparable work experience
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Offered on a regular basis each year; Classroom presentation
Supportive Methods: Case study materials; Discussions; Lectures; Question-and-answer
Descriptive Materials: Catalog; Syllabus
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $140 credit hour; Single living accommodations available on campus
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D. C. 20064

**Administration and Management
**Governmental Relations Pertinent to Libraries
**Special Librarianship

# FEDERAL LIBRARIANSHIP

## DISTRICT OF COLUMBIA

### INSTITUTE ON FEDERAL LIBRARY RESOURCES

Objectives:

To familiarize students with major concepts of library operations and services and the mechanisms that promote the utilization of Federal library resources. Upon successful completion of the course, the students should be able to:

--identify the role of federal libraries, information centers, and data banks in the federal community, research community, and national library community
--describe the resources, publications, and specialized services provided by federal libraries and information centers to non-government libraries and the general public

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above
Teacher/Leader: Frank Kurt Cylke, Chief, Division of the Blind and Physically Handicapped, Library of Congress
Time: 10 days; 7/28/80-8/8/80; 80 contact hours; 40 preparation hours; 120 total hours; Application deadline is 8/1/79
Maximum enrollment: 50
For: Librarians with MLS or more; Administrators; Middle Managers; Trustees.
Level: Advanced
Enrollment requirements: BA, BS, MLS degree
Preparation for Program: Readings prior to program
Type of Delivery System: Continuous; Offered on a regular basis each year; Institute
Supportive Methods: Field experience; Lectures; On-site visits; Panel presentations; Reading materials
Descriptive Materials: Brochure
Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS Certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $265; other fees $35

Person to Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America (202) 635-5256

**Government Documents
**Information Systems and Networks
**Reference

# GENEOLOGICAL REFERENCE SERVICE

## UTAH

### REFERENCE SERVICE FOR GENEOLOGISTS: A COURSE FOR LIBRARIANS AND ARCHIVISTS

Objectives:

After completing the course the participants will be able to provide reference service to geneologists by:

--conducting an effective reference interview
--assisting patrons in the use of geneological reference tools and how to do geneological research
--referring patrons to additional research centers
--locating and obtaining research material on interlibrary loan
--identifying geneological reference materials that should be in small, medium, and large libraries.

At: Brigham Young University, Wilkinson Center, Provo, Utah 84602
Sponsor(s): Brigham Young University, Department of Family and Local History Studies, 3212 HBLL, Provo, Utah 84602 (801) 374-1211, Ext. 4386
Teacher/Leader: J. Carlyle Parker, Head of Public Services and Assistant Library Director; Cal State Col, Stanislaus, Turlock, CA 95380 (O)(209) 633-2233 (H) (209) 634-9473
Time: 8/4/80-8/8/80; 5 days; 15 contact hours; 4 preparation hours; Program presented twice; Application deadline 8/4/80
Maximum enrollment: 130
For: Librarians with MLS or more (500); Operating Librarians without MLS (500)
Level: Any librarian from beginner to advanced
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Offered on a regular basis each year; Classroom Presentation; Seminar
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Problem sets and exercises; Question and answer
Descriptive Materials: Brochure
Credit: Audit (0); Continuing Education Units (1); No credit
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition $35.00 noncredit or $50.00 for 1 hour of credit

Single; Couples
Person to Contact: Dr. Ben V. Bloxham

**Archives
**Continuing Education
**Reference

## GOVERNMENT DOCUMENTS

### ILLINOIS

LIB. SCI. 378 -- GOVERNMENT DOCUMENTS

Objectives:

Examination and evaluation of official publications of state and national governments, both domestic and foreign, U.S. state governments and international agencies as sources of research information. Consideration is also given to alternative ways in which document collections are organized and administered for library use.

At: Graduate Library School, University of Chicago, 1100 E. 57th Street, JRL S-124, Chicago, Illinois 60637
Sponsor(s): Same as above (312) 753-3482
Teacher/Leader: Frank Conaway, Lecturer (same as above) (312) 753-2936
Time: 6/23/80-8/15/80; Weekly, M-W-F; 1 hr. 5 min. contact hours per meeting; Offered on a regular basis annually; Program first offered 1947; Program been offered 33 times
Maximum enrollment: 20 (approximate)
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: None given
Credit: Graduate Credit; Units used: 5 quarter hours or 3 1/3 semester hours
Recognition: Information not given
Evaluation of program: By participants
Fees: Tuition $441
Person to Contact: Dean of Students (same as above) (312) 753-3481

**Bibliography
**Publishing
**Reference

# GOVERNMENT DOCUMENTS

## ILLINOIS

### GOVERNMENT PUBLICATIONS AND LIBRARY SERVICES

Objectives:

Selection and acquisition of government publications; their organization and use for reference purposes

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: W. Brace, Associate Professor (same as above)
Time: 6/16/80-8/8/80; M-W; 30 contact hours; Offered on a regular basis each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean, Rosary College Graduate School of Library Science, 7900 W. Division Street, Riber Forest, Illinois 60305 (312) 366-2490, Ext. 324

## GOVERNMENT DOCUMENTS

### WASHINGTON, D. C.

### GOVERNMENT INFORMATION SOURCES

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--Organize and manage a documents collection
--Use bibliographic tools, government and commercial, in access of government information
--Use depository collections of U.S. documents, data bases, and census publications
--Evaluate a documents collection/library
--Have a knowledge of important U.S., U.N., state, and local government documents, series, including legal digests
--Compile subject bibliographies of government documents
--Compare census tract data, evaluate statistical resources and locate current data from government experts

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Dr. Jane Pool, Assistant Professor, C.U.A., GDLIS (same as above)
Time: 6/23/80-8/1/80; 8/30/80-17/17/80; Weekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150 total hours; Offered on a regular basis semiannually; Program first offered 1979; Program been offered twice
Maximum enrollment: 30
For: Librarians with MLS or more; Operating Librarians without MLS; MLS students
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Discussions; Field experience; On-site visits; Overhead projection; Reading materials; On-line searching
Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Semester credit hours -- units used
Recognition: Grade
Evaluation of program: By participants
Fees: Tuition $420

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS, The Catholic University of America, Washington, D. C. 20064 (202) 635-5085

# GOVERNMENTAL RELATIONS PERTINENT TO LIBRARIES

## DISTRICT OF COLUMBIA

### INSTITUTE ON THE LIBRARY AND THE POLITICAL PROCESS

Objectives:

To provide students with first-hand observation of governmental processes and forces affecting libraries and information centers; to help students become aware of legislative activity among librarians. Upon successful completion of the Institute, students should be able to:

--define the role of the librarian in relation to the governmental process at the local, state, and national levels
--identify library legislation and federal laws with library implications currently under consideration
--describe the role and function of the ALA Washington office
--demonstrate the lobbying process in our governmental framework
--design a legislative workshop or Governor's Conference for the state or local level
--assume active roles in library community legislative networks

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Alphonse Trezza, Executive Director, NCLIS and John Lorenz, Executive Director, Association of Research Libraries
Time: 10 days; 6/2/80-6/13/80; 60 contact hours; 40 preparation hours; 100 total hours; Daily; Application deadline is 6/1/80
Maximum enrollment: 50
For: Librarians with MLS or more; Administrators; Middle Managers; Trustees
Level: Advanced
Enrollment requirements: BA, BS, MLS degree
Preparation for Program: Readings prior to program
Type of Delivery System: Continuous; Offered on a regular basis each year; Institute
Supportive Methods: Discussions; Field experience; On-Site visits; Reading materials; Simulation methods

Descriptive Materials: Brochure

Credit: Audit (0); Graduate Credit (3); Credit toward Post-MLS certificate (3)

Recognition: Grade

Evaluation of Program: By participants

Fees: Tuition $265; other fees $35; Living accommodations available on campus for singles

Person to Contact: Dr. John J. Gilheany, Department of Continuing Education, The Catholic University of America, Box 75, 620 Michigan Avenue, N.E., Washington, D. C. 20064 (202) 635-5256

## COLORADO

### LIBRARY SERVICES FOR THE HANDICAPPED

Objectives:

> Will prepare students and library practitioners to develop information services for the blind, deaf and visually or physically handicapped and to increase awareness of the psychological and behavioral manifestations of various disabilities. Participants will gain an overview of current library services to the handicapped, technologies which assist the handicapped, and Federal and state agencies which assist in the development of library service programs for the handicapped.

At: University of Denver Graduate School of Librarianship and Information Management, Denver, Colorado 80208
Sponsor(s): Same as above (303) 753-2557
Teacher/Leader: Phyllis Dalton, Library Consultant
Time: 5 days; 11/26/79-11/30/79; 25 contact hours; Participants meet daily
For: Librarians with MLS or equivalent; MLS Students
Level: Intermediate/Advanced
Enrollment requirements: MLS Degree; Certain prerequisite courses; Consent of instructor
Preparation for Program: None
Type of Delivery System: Continuous; Institute
Supportive Methods: Discussions; Laboratory work; Lectures; Reading materials
Descriptive Materials: Brochure
Credit: CEU; Graduate Credit (2); No credit
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition $214
Person to Contact: Dr. Anne Mathews, CE Director (same as above)

# HANDICAPPED, MATERIALS AND SERVICES FOR

## DISTRICT OF COLUMBIA

### ISSUES AND PROBLEMS IN THE HANDICAPPED FIELD: A SEMINAR ON USER GROUPS

Objectives:

The seminar emphasizes the characteristics and needs of the handicapped library user. Designed to increase the manager's understanding of, and skills in, serving this special clientele. Resource people will focus separately on services to the hearing impaired, blind and partially sighted, aged, and physically handicapped, as well as conversion of library and media resources to meet their needs. Class participants may select area of concentration.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above (202) 635-8085
Teacher/Leader: POOL, Dr. Jane, Assistant Professor, The Catholic University of America, Graduate Department of Library and Information Science
Time: 6/23/80-8/1/80; 37.5 contact hours; 112.5 preparation hours; 150 total hours; Bi-weekly; Application deadline 6/1/80
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Advanced
Enrollment requirements: MLS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Case study materials; Films; Lectures; Open questions, On-site visits, Overhead projection; Panel presentations, Reading materials; Slides/filmstrips
Descriptive Materials: Brochure, catalog
Credit: Audit; Graduate Credit (3); Credit toward Post-MLS certificate (3); No credit option
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition $100/credit hour; Living accommodations available on campus for singles
Person to Contact: Dr. John J. Gilheany, Department of Continuing Education (same as above)
**Administration and Management

**Disadvantaged, Materials and Services for
**User Orientation and Education

## HANDICAPPED, MATERIALS AND SERVICES FOR

MARYLAND

### LIBRARY MEDIA SPECIALISTS AND SPECIAL LEARNERS

Objectives:

Upon successful completion of this course, the student will be able to:

--identify typical attitudes toward disabled students, and techniques for dealing with such attitudes
--clearly define the role of the media specialist in relation to the I.E.P., the teacher and the disabled student
--identify local and regional sources of information, referral, and materials for use in the implementation of I.E.P.'s
--adapt a given media item for use with the defined disability

At: College of Library and Information Services, University of Maryland, College Park, Maryland 20746, Room 1101
Sponsor(s): Same as above (301) 454-5441
Teacher/Leader: Keith C. Wright, Dean (same as above)
Time: 7/28/80-8/8/80; Daily; 15 contact hours per week; 30 preparation hours per week; 25 total hours; Offer on demand by developer/instructor. Availability: inquire; Program first offered 1980; Program been offered 1 time
Maximum enrollment: 25
For: Media Specialists
Level: Intermediate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation; Institute
Supportive Methods: Case study materials; Field experience; Games; Slides/Filmstrips; Video tapes
Credit: Graduate Credit (1); Undergraduate Credit (1); Audit
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Graduate $60 Maryland resident; $111 nonresident; Undergraduate $38 Maryland resident; $53 nonresident; Dependent upon student status
Person to Contact: Jean S. Diepenbrock (301) 454-3016

**Communications
**School/Media
**Selection & Acquisition of Library Materials

## MICHIGAN

### LIBRARY PROGRAMMING FOR THE HANDICAPPED CHILD, PRE-SCHOOL TO AGE 15

Objectives:

Information not given

At: School of Librarianship, Western Michigan University, Waldo 2061, Kalamazoo, Michigan 49008
Sponsor(s): Same as above (616) 383-1849
Teacher/Leader: Mary Calletto Rife, Head, Children's Services, Kalamazoo Public Library, 315 S. Rose, Kalamazoo, Michigan 49008 (616) 342-9837
Time: 2/9/80-3/15/80; Weekly; Saturdays 10:00-12:45 p.m.; 3 contact hours per week; 15 total hours; Program first offered Winter 1979; Program been offered 2 times
For: Information not given
Level: Advanced
Enrollment requirements: BA/BS Degree
Other: Registration deadline -- January 2, 1980
Type of Delivery System: None given
Supportive Methods: None given
Descriptive Materials: Course content -- Methods of programming for the handicapped child, using realia and special story-telling techniques. The special needs of these children, as they relate to library use, will be discussed.
Credit: Graduate Credit (1)
Recognition: Grade
Evaluation of program: Information not given
Fees: Tuition $39.50 per resident credit hour; $90.25 per non-resident credit hour
Person to Contact: Dr. Jean E. Lowrie Director, School of Librarianship, Western Michigan University, Kalamazoo, Michigan 49008 (616) 383-1849

**Children

## PENNSYLVANIA

### THE LIBRARIAN AND THE SPECIAL CHILD

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--demonstrate an awareness of the learning problems of the handicapped child
--identify media resources which are effective with handicapped children
--adapt media resources to meet specific needs

At: Rohrbach Library, Kutztown State College, Auditorium, Kutztown, Pennsylvania 19530
Sponsor(s): Department of Library Science (same as above) (215) 683-4300
Teacher/Leader: Miss B. Renee Paul, Ed. Director, Melmark School, Berwyn, Pennsylvania; and Mrs. Bryna O'Connell, Librarian, Dodd Elementary School, Allentown, Pennsylvania
Time: 1 day; 10/27/79; Daily; 7 contact hours; 7 total hours; Offered on a regular basis annually
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Institute; Workshop
Supportive Methods: Discussions; Films; Laboratory work; Lectures; Role-playing; Simulation methods; Slides
Credit: Information not given
Recognition: Certificate
Evaluation of program: By participants
Fees: Tuition $14
Person to Contact: Dean of Continuing Education, Kutztown State College, Kutztown, Pennsylvania 19530 (215) 683-4250

**School/Media
**Children

# HISTORY OF BOOKS, PRINTING, AND LIBRARIES

## ILLINOIS

### EARLY BOOKS AND MANUSCRIPTS

Objectives:

From clay, papyrus and parchment origins; ancient alphabets to the roman; medieval manuscript hands and illumination; foundations of significant libraries; bibliographic sources

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: T. Spahn, Associate Professor (same as above)
Time: 6/30/80-8/8/80; M-Th; 30 contact hours; Offered on a regular basis biennially
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

# HISTORY OF BOOKS, PRINTING, AND LIBRARIES

## ILLINOIS

### HISTORY OF THE PRINTED BOOK

Objectives:

> From Gutenberg to the present; introduction to publishing, printing processes, book design (typography, illustration, binding), distribution.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, Illinois 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: Theodore Spahn, Associate Professor (same as above) (312) 366-2490, Ext. 320
Time: 2/2/80-4/26/80; Weekly; 30 contact hours; Offered on a regular basis annually
Maximum enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading Materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

## MARYLAND

### LBSC 612: HISTORY OF BOOKS AND PRINTING

Objectives:

Overall view of manuscript production; Overview of paleography and typography; Survey knowledge of history of books and printing

At: University of Maryland, College of Library and Information Service and possible alternate sites
Sponsor(s): College of Library and Information Services, University of Maryland, College Park, Maryland 20742 (301) 454-5451
Teacher/Leader: L. J. McCrank, Assistant Professor, CLIS (same as above) (301) 454-2255
Time: 16 sessions; Fall term 1980; 8/27/80-12/12/80; 35 contact hours; 70 preparation hours; Weekly; Application deadline; Fall registration
Maximum enrollment: 20
For: Library students; librarians; bibliographers; collectors
Level: Intermediate
Enrollment requirements: None
Preparation for Program: None
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Discussions; Field experience; Films; Lectures; Overhead projection; Reading materials; Slides/Filmstrips
Descriptive Materials: Syllabus
Credit: Audit; Graduate Credit (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition Graduate $60 per credit hour, MD residents; $111 per credit hour nonresident
Person to Contact: Mr. L. J. McCrank, CLIS (same as above)

**Bibliography
**Rare Book Librarianship

# HISTORY OF BOOKS, PRINTING, AND LIBRARIES

## NEW YORK

### STUDY TOUR OF MAJOR RARE BOOK COLLECTIONS IN NEW YORK

Objectives:

> Students will learn about the history and nature of special collections generally not accessible to the public through lectures and visits to the J. Pierpont Morgan Library, the Century Club, the Berg Collection of the NY Public Library, the Seligman Collection of Columbia University, and others.

At: New York City
Sponsor(s): Graduate School of Library and Information Studies, Rutgers University, New Brunswick, New Jersey 08903 (201) 932-7169
Teacher/Leader: Dr. Richard Schlatter, University Professor of History (same as above)
Time: 6/26/80-6/28/80; Daily; 20 contact hours
Maximum enrollment: 15
For: Librarians with MLS or more
Level: Intermediate
Enrollment requirements: MLS Degree
Prerequisite coursework: Familiarity with history of printing and libraries
Type of Delivery System: Study tour
Supportive Methods: Lectures; On-site visits
Credit: None given
Recognition: None given
Evaluation of Program: By participants
Fees: To be determined
Person to Contact: Jana Varlejz (same as above)

**Study tour

## PENNSYLVANIA

### L.S. 568 HISTORY OF THE BOOK AND PRINTING

Objectives:

- --Awareness of the evolution of early written communication, printing, and mass book production as related to cultural factors
- --Interpret technical aspects of the development of graphic language, i.e., papyrus, stone, clay tablets, parchment, vellum, paper, presses, block printing, and inks for hand and press printings
- --Interpret the influence which the advent of print and mass book production had on society in the past and the implications for the future
- --Evaluate books and manuscripts through knowledge of distinguishing technical characteristics, i.e., script, printer's marks, illustrations, paper quality, and binding techniques
- --Build library collections and establish library policy through knowledge of 20th century book trade and related issues including censorship and copyright

At: Information not given
Sponsor(s): School of Continuing Education, Clarion State College, Clarion, Pennsylvania 16214 (814) 226-2392
Teacher/Leader: Dr. Ahmad Gamaluddin, Professor (same as above)
Time: 3/14/80-5/3/80; Monthly
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Paraprofessionals
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Preparation for Program: Materials to be brought
Type of Delivery System: Classroom Presentation; Home Study or Home Group Study
Supportive Methods: Discussions; Films; Lectures; On-site visits; Overhead projection
Credit: Graduate Credit (3); Audit; Continuing Education Units
Recognition: Certificate
Evaluation of Program: Internal system of evaluation
Fees: Tuition
Person to Contact: Dr. Frank Sessions, Dean (same as above)

**Communication of Knowledge
**Rare Book

## DISTRICT OF COLUMBIA

### DEVELOPMENT OF HUMAN RESOURCES IN THE LIBRARY SYSTEM

Objectives:

A course designed to help professional library managers to become more effective as human resource developers in a library setting. Upon successful completion of the course, the students will be able to:

- --describe the management philosophy operative in a library setting known to the student
- --outline the systems now operational in a given library system and their human behavior effects

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above
Teacher/Leader: Duane Webster, Director, Office of Management Studies, Association of Research Libraries
Time: 15 days; 1/12/81-5/7/81; 37.5 contact hours; 112.5 preparation hours; 150 total hours; Weekly
Maximum enrollment: 15
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Advanced
Enrollment requirements: BA; BS; MLS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Discussions; Films; Overhead projection; Reading materials; Role-playing exercises; Simulation methods
Descriptive Materials: Brochure
Credit: Audit (0); Graduate Credit (3); Credit toward Post-MLS certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $140 per credit hour; Board $461 (21 meal plan); $417 (15 meal plan); $369 (10 meal plan); Living accommodations on campus available for singles
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

# HUMAN RESOURCES DEVELOPMENT

## PENNSYLVANIA

### GROUP PROCESS

Objectives:

To improve skills and knowledge in:

--Group dynamics
--Group decision
--Leadership training

At: Not finalized
Sponsor(s): State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126 (717) 787-8007
Teacher/Leader: Not finalized
Time: Not finalized; 12 contact hours per day for 2 days
Maximum enrollment: 40
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Intermediate
Enrollment requirements: MLS Degree; BA/BS Degree; AA/AS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Case study materials; Discussions; Films; Lectures; Overhead projection; Panel presentations; Problem sets and exercises; Question-and-answer; Reading materials; Role-playing; Slides/Filmstrips
Descriptive Materials: Not finalized
Credit: No credit awarded
Recognition: Public Acknowledgement (press release, newsletter, banquet, etc.)
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, Pennsylvania 17126 (717) 787-8007

**Training
**Communications
**Trustees

## ILLINOIS

### INDEXING AND ABSTRACTING

Objectives:

> The fundamentals of indexing and abstracting in theory and practice; formation of vocabularies; construction of a thesaurus, systems of indexing, effects of systems upon information retrieval; style and format of abstracts; evaluation of abstracting services; and requirements of users of abstracts.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: R. Davis, Associate Professor (same as above)
Time: 6/16/80-8/8/80; M-W; 30 contact hours; Offered on a regular basis annually
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Problem sets and exercises; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

# INDEXING & ABSTRACTING

## NEW JERSEY

### 611:589 (11) INDEXING AND ABSTRACTING

Objectives:

> Following a brief historical and theoretical introduction, students will carry out exercises designed to relate indexing and abstracting concepts to practice. Indexing will be approached in terms of decision alternatives regarding controlled versus uncontrolled vocabularies, pre-coordinate versus post-coordinate indexes, direct versus indirect headings, hierarchial thesauri versus enumerative subject heading lists, and combinations of the foregoing. Informative, indicative, stylized, and critical forms of abstracting will be discussed and practiced.

At: Graduate School of Library and Information Studies, Rutgers University, New Brunswick, NJ 08903
Sponsor(s): Same as above (201) 932-7169
Teacher/Leader: Dr. Henry Voos, Professor (same as above)
Time: 6/2/80-6/6/80; Daily; 20 contact hours; Offered on demand by developer/instructor; Program first offered Summer 1980
For: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Basic or beginner
Enrollment requirements: Information not given
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Overhead projection; Problem sets and exercises
Credit: Graduate Credit (1.5); Credit toward Post-MLS Certificate (1.5); Units used: 1.5 credits/20 contact hours
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $75 NJ residents; $105 nonresidents; $26.25 student fee
Person to Contact: Jana Varlejz (same as above)

# INDEXING & ABSTRACTING

## NORTH CAROLINA

### INDEXING IN PERSPECTIVE

Objectives:

Topics

- --Information Handling
- --Searching Multiple Data Bases
- --Vocabulary Control
- --Publication and Selection of Indexes

At: North Carolina Central University School of Library Science, Durham, NC 27707
Sponsor(s): National Federation of Indexing and Abstracting Services
Teacher/Leader: Lyn Newfeld, NFIAS; Ev Bremmer, NFIAS; Elko Stasanic, Case Western Reserve Library School
Time: 10/80; Daily; 11/10-12/80
Maximum enrollment: 50
For: Librarians with MLS or more
Level: None given
Enrollment requirements: None
Prerequisite coursework: None given
Type of Delivery System: Cassettes/Tapes; Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Lectures; Overhead projection
Descriptive Materials: Not yet available
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition $225
Person to Contact: Dean Annette L. Phinazee (same as above) (919) 683-6024

## DISTRICT OF COLUMBIA

### INFORMATION MANAGEMENT

Objectives:

Upon successful completion of the course participants are expected to be able to:

- --solve information related problems through the systems approach in libraries and information centers, and apply information analysis in treating business records, and file maintenance
- --understand the effect of office technology, data processing, micrographics, systems, procedures and controls, in the area of information management
- --view information as a commodity and determine its market/trends
- --understand the economic, legal, and political constraints of information

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above
Teacher/Leader: Dr. Taverhere Srikantaiah, Lecturer, GDLIS (same as above)
Time: 15 days; 1/12/81-5/7/81; 37.5 contact hours; 75 preparation hours; Weekly; Application deadline 1/9/81
For: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Intermediate
Enrollment requirements: MLS Degree; BA, BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Classroom Presentation; Seminar
Supportive Methods: Discussions; Lectures; Overhead projection; Problem sets and exercises; Question and answer; Reading materials; Simulation methods; Tests
Descriptive Materials: None
Credit: Graduate credit (3); Credit toward Post-MLS Certificate
Recognition: Grade
Evaluation of Program: By participants
Fees: $140 per credit hour

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman
(same as above)

**Information Broker
**Information Science
**Information Systems & Networks

## INFORMATION SCIENCE

### ILLINOIS

### INFORMATION SCIENCE

Objectives:

> A seminar styled course designed to consider the basic principles of information: its generation, communication, storage and subsequent re-dissemination. Emphasis will be placed on various theories of information generation and control and on the environment surrounding information utilization, including such topics as user characteristics, file design, utilization of efficient and appropriate search strategies and measurement of the effectiveness of information systems. Current research will be presented for analysis.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: G. Koh, Associate Professor (same as above)
Time: 6/16/80-8/8/80; T-Th; 30 contact hours; Offered on a regular basis biennially
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

## DISTRICT OF COLUMBIA

### LIBRARY NETWORKING

Objectives:

To trace the events that led up to the present evolving national and international library systems; to identify the potential and the problems of library networking; to identify the ways in which every librarian's career will be affected by networks.

At; The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064 (202) 635-5085
Sponsor(s): Same as above
Teacher/Leader: Henriette Avram, Director, Network Development Office, Library of Congress
Time: 15 days; 1/12/81-5/7/81; 37.5 contact hours; 112.5 preparation hours; 150 total hours; Weekly; Application deadline is 1/9/81
Maximum enrollment: 20
For: Librarians with MLS or more; Administrators; Middle Manager; Information Science Specialists
Level: Advanced
Enrollment requirements: MLS Degree; BA / BS Degree; Basic course available on campus
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Offered on a regular basis each year; Classroom presentation
Supportive Methods: Discussions; Lectures; Reading materials
Descriptive Materials: Brochure; Catalogs; Syllabus
Credit: Audit (0); Graduate Credit (3); Credit toward Post-MLS Certificate (3); No credit option
Recognition: Grade
Evaluation of Program: By participants
Fees: $140 per credit hour; single living accommodations available on campus
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

**Networks

ILLINOIS

## COMPUTER APPLICATIONS IN LIBRARIES

Objectives:

> Introduction to applications of computers to library procedures in all types of libraries. Computer hardware and programming systems, task definition and system development, applications, networks and communications are considered in relation to library requirements.

At: Rosary College Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: H. Griffin, Director, Technical Information Services Department, Argonne National Laboratory, Argonne, IL 60440
Time: 6/16/80-8/8/80; T-Th; 30 contact hours; Offered on a regular basis each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Computer-assisted instruction; Lectures; On-site visits; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

**Automation & Data Processing

## INFORMATION SYSTEMS & NETWORKS

### INDIANA

### ON-LINE LIBRARY SYSTEMS: ORBIT AND DIALOG EXPERIENCE

Objectives:

- --Differentiate between on-line and off-line systems
- --Compare the advantages and restraints of on-line and off-line systems
- --Enumerate the characteristics of different types of on-line terminals
- --Operate at least two types of on-line terminals
- --Demonstrate effective use of thesauri and search manuals
- --Conduct effective search of a data base
- --Explain major components and structure of MARC II format
- --Tag and decode an OCLC record
- --Apply various searching techniques to OCLC records
- --Identify major on-line systems and describe their feature
- --Identify major data bases and compare their features
- --Identify major library networks
- --Enumerate library applications of on-line systems
- --Be cognizant of current trends in on-line technology which affect the library operations

At: Ball State University, Department of Library Science, 2000 University Ave., Muncie, IN 47306, North Quad. Bldg. 322
Sponsor(s): Same as above (317) 285-7180
Teacher/Leader: Dr. Kuang-Liang Hsu, Professor of Library Science (same as above) (317) 285-5730
Time: 8/4/80-8/14/80; Daily; 15 contact hours per week
Maximum enrollment: 25
For: Information Science Specialists
Level: Advanced
Enrollment requirements: BA/BS Degree
Prerequisite coursework: LIB 590 Introduction to Information Science
Type of Delivery System: Workshop
Supportive Methods: Many of the above
Descriptive Materials: The purpose of this workshop is to provide hands-on experience of information retrieval using ORBIT and DIALOG systems. Students will have supervised and individualized practice on searching databases such as: ERIC, NTIS, LISA, SOCIAL SCISEARCH, SCISEARCH, PSYCHOLOGICAL ABSTRACTS AND SOCIOLOGICAL ABSTRACTS. Staff: Dr.

Kuang-Liang Hsu, Professor of Library Science

Credit: Graduate Credit (3)

Recognition: Grade

Evaluation of Program: By participants

Fees: Tuition

Person to Contact: Chairman, Department of Library Science; (same as above); (317) 285-7180

**Data Bases (including Construction)

## TEXAS

### FIRST TEXAS CONFERENCE OF LIBRARY NETWORKS AND INFORMATION SYSTEMS

Objectives:

The purposes of the Conference are to:

--Identify:
- existing Texas networks and systems
- needs and areas of concern of networks/systems
- barriers to cooperation
- ways to encourage cooperation

--Establish communication among Texas networks and systems
--Explore the need for a continuing forum on the issues pertaining to networking and cooperation in Texas

At: Sheraton Crest Inn, Austin, Texas 78701
Sponsor(s): Texas State Library, Library Development Division, Box 12917 Capitol Station, Austin, Texas 78711 (512) 475-4110
Teacher/Leader: William DeJohn, Pacific Northwest Bibliographic Center, Seattle, WA -- Director
Time: 2/25/80-2/26/80
For: Information Science Specialists
Level: Information not given
Enrollment requirements: Information not given
Prerequisite coursework: Information not given
Type of Delivery System: Information not given
Supportive Methods: Information not given
Credit: No credit awarded
Recognition: Information not given
Evaluation of Program: Information not given
Fees: None
Person to Contact: Syd Popinsky (same as above)

**Networks

# INTELLECTUAL FREEDOM

## MASSACHUSETTS

### ACADEMIC FREEDOM WORKSHOP IV

Objectives:

Schools and libraries have come under increasing pressure from groups who wish to censor books. These groups are well organized, well funded, sophisticated, and persistent.

In the face of these growing pressures, representatives from eight national education organizations formed a coalition called the Academic Freedom Group, which is sponsoring a series of regional workshops to plan strategies for meeting censorship challenges.

The objectives of these workshops are:

--to raise the awareness of participants to the growing threat of censorship
--to analyze and understand the techniques used by individuals or groups to restrict the availability of educational and library materials
--to work together to develop preventive measures that can be used in the preservation of the climate of academic freedom

At: Holiday Inn Airport, Atlanta, Georgia 30320
Sponsor(s): Academic Freedom Group Co/ALA, , 50 East Huron, Chicago, IL 60611 (312) 944-6780
Teacher/Leader: Academic Freedom Group
Time: 2 days (weekend); 11/2/79-11/4/79; 15 contact hours
For: Librarians with MLS or more; Teachers; and other members of AFG
Level: Information not provided
Enrollment requirements: Invitation from Academic Freedom Group
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Case study materials; Discussions; Films; Lectures; Panel presentations; Question and answer; Reading materials; Role-playing exercises
Descriptive Materials: None
Credit: No credit
Recognition: Public Acknowledgement
Evaluation of Program: By participants

Fees: Registration fee $25.00
Person to Contact: Lynn Livingston, ALA (312) 944-6780

# INTERLIBRARY LOAN

## PENNSYLVANIA

### INTERLIBRARY LOAN WORKSHOP

Objectives:

> To improve ILL services by promoting appropriate use of interlibrary loan among libraries and provide guidance in the use of the new Pennsylvania Interlibrary Loan Code.

At: Not finalized
Sponsor(s): State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126 (717) 787-8007
Teacher/Leader: Not finalized
Time: Not finalized; Six one-day workshops; Circuit (given at several locations; please append list of cities with dates offered)
For: Clericals; Librarians with MLS or more; Library Technicians; Paraprofessionals; Administrators; Middle managers; Technical Information Specialists; Media Specialists
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Discussions; Overhead projection; Panel presentations; Problem sets and exercises; Question-and-answer
Descriptive Materials: Not finalized
Credit: No credit awarded
Recognition: Public Acknowledgement (press release, newsletter, banquet, etc.)
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, Training Coordinator (same as above)

**Bibliographic access
**Information Systems & Networks

## WASHINGTON

### LIBRARY WORK EXPERIENCE -- LIBR 240-241

Objectives:

This course is designed to explore:

--Directed work experience in cooperating libraries of the area

At: Highline Community College, South 240th and Pacific Hwy. So., Library 125, Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Frequency of meeting during program arranged; Offered on a regular basis annually; Offered on demand by developer/instructor. Availability: Based on degree of demand; Program been offered 15 times
Maximum enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Credit: Information not given
Recognition: Information not given
Evaluation of Program: Internal system of evaluation
Fees: Tuition $10.20 per credit hour to a maximum of $102 per quarter; $39.60 per credit hour to $83.96 per quarter for nonresident students
Person to Contact: Tony M. Wilson (same as above), MIS 25-ID (206) 878-3710

**Continuing Education
**Library Technicians, Programs for

# LAW LIBRARIANSHIP

## DISTRICT OF COLUMBIA

### ADVANCED LEGAL RESEARCH SEMINAR

Objectives:

Advanced course in bibliographic organization of legal literature and the techniques of legal research

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Marlene McGuirl, Chief, Anglo American Law Division, Library of Congress, Washington, D. C.
Time: 12 days; 6/23/80-8/1/80; 36 contact hours; 90 preparation hours; Bi-weekly; Application deadline 6/1/79
For: Librarians with MLS or more; Law Librarians
Level: Advanced
Enrollment requirements: MLS degree; Legal literature course
Prerequisite coursework: Information not given
Type of Delivery System: Intermittent; Offered on a regular basis each year; Seminar
Supportive Methods: Case study materials; Discussions; Lectures; Reading materials
Descriptive Materials: Catalog; Syllabus
Credit: Graduate credit (3); Credit toward Post-MLS Certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: $100 per credit hour; $10 registration fees; Living accommodations available on campus for singles
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

*Bibliography
**Reference
**Research

## LAW LIBRARIANSHIP

DISTRICT OF COLUMBIA

LAW LIBRARIANSHIP

Objectives:

Administration and service aspects of law libraries, including staffing, collection development, classification, and planning physical facilities.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Dr. Marlene McGuirl, Adjunct Assistant Professor & Chief, Anglo American Law Division, L.C. (same as above)
Time: 1/12/80-4/28/80; Weekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150 total hours; Offered on a regular basis annyally; Program first offered 1974; Program been offered 5 times
Maximum enrollment: 30
For: Librarians with MLS or more; Administrators; Middle managers; MLS Students
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree
Kind/amount of work experience: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Case study materials; Lectures; On-site visits; Overhead projection; Reading materials; Tests
Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: semester credit hours
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

**Administration & Management

# LAW LIBRARIANSHIP

## DISTRICT OF COLUMBIA

### LEGAL LITERATURE

Objectives:

Introduction to bibliographic organization of legal literature and techniques of legal research; use of case reports, digests, state and federal legislation.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Dr. Marlene McGuirl, Adjunct Assistant Professor & Chief, Anglo American Law Division, L.C. (same as above)
Time: 8/31/80-12/17/80; Weekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150 total hours; Offered on a regular basis annually; Program first offered 1974; Program been offered 5 times
Maximum enrollment: 30
For: Librarians with MLS or more; Administrators; Middle managers; MLS students
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree
Kind/amount of work experience: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Diagnostic tests; Discussions; Lectures; Overhead projection; Problem sets and exercises; Question-and-answer; Reading materials; Tests
Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: semester credit hours
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $140 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

**Bibliography
**Reference

# LAW LIBRARIANSHIP

## DISTRICT OF COLUMBIA

### LIBRARIANSHIP AND THE LAW

Objectives:

Upon the successful completion of this course, participants are expected to be able to:

--Understand the basic legal principles and laws which affect the library and the librarian in performing his or her duties

--Understand the basic legal principles that apply to:

- Censorship
- Employer-employee relationships
- Equal opportunity laws in private and civil service
- Tort liability and insurance
- Copyright, gifts, trusts, and contracts

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D. C. 20064

Sponsor(s): Same as above (202) 635-5085

Teacher/Leader: Dr. Marlene McGuirl, Adjunct Assistant Professor & Chief, Anglo American Law Division, L.C. (same as above)

Time: 5/12/80-6/20/80; Biweekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150 total hours; Offered on a regular basis annually; Program first offered 1974; Program been offered 5 times

Maximum enrollment: 15

For: Librarians with MLS or more; Administrators; Middle managers; MLS students

Level: Basic or beginner

Enrollment requirements: MLS Degree; BA/BS Degree

Prerequisite coursework: None

Type of Delivery System: Classroom Presentation

Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials

Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: semester credit hours

Recognition: Grade

Evaluation of Program: By participants

Fees: Tuition $100 per credit hour

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman

# LAW LIBRARIANSHIP

## GEORGIA

### LAW LIBRARIANSHIP

Objectives:

> Upon completion of the course, participant should be able to select, organize, and service materials related to the information needs of the legal profession at a level adequate to qualify for entry level positions.

At: Division of Librarianship, Emory University, Atlanta, GA 30322 (404) 329-6840
Sponsor(s): Same as above
Teacher/Leader: Ms. Anne Butler, Librarian, Alston, Miller, and Gaines Law Firm Library, Atlanta, GA
Time: 9 weeks; 6/18/80-8/19/80; 23 contact hours; Participants meet weekly; Application deadline 6/1/80
Maximum enrollment: 12
For: Librarians with MLS or more; Operating Librarians without MLS; 5th year students
Level: Basic or beginner
Enrollment requirements: BA, BS Degree
Preparation for Program: None
Type of Delivery System: Offered on a regular basis each year; Classroom Presentation; Practicum
Supportive Methods: Case study materials; Discussions; Field experience; Lectures; On-site visits; Problem sets and exercises; Reading materials
Descriptive Materials: Catalog
Credit: Graduate credit (5) quarter hours
Recognition: Grade
Evaluation of Program: By participants
Fees: $570 (Special rates available for practitioners); Living accommodations are available on campus for singles and couples
Person to Contact: A. V. Lawson

# LAW LIBRARIANSHIP

## ILLINOIS

### LAW LIBRARIES

Objectives:

An introduction to the concept of law and the legal system and to the organization and operation of law libraries and to the basic reference sources in law with stress on the effective use of legal literature. Data base searching (LEXIS) will be included.

At: Rosary College, Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: Dr. Richard Li, Professor (same as above) (312) 366-2490, Ext. 318
Time: 2/2/80-4/26/80; Weekly; 30 contact hours
Maximum enrollment: 35
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Preparation for Program: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Computer-assisted instruction; Discussions; Lectures; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

## LAW LIBRARIANSHIP

### NEW JERSEY

### 611:545 LEGAL BIBLIOGRAPHY

Objectives:

An introduction to the bibliography of Anglo-American law. Emphasis will be placed on locating the statutes, court decisions, administrative regulations, and administrative decisions of the Federal Government and the State of New Jersey, as well as secondary sources, including legal periodicals and texts. Sources of international law and problems of law librarianship will be considered briefly.

At: Varies
Sponsor(s): Rutgers Graduate School of Library and Information Studies, 4 Huntington Street, New Brunswick, NJ 08903
Teacher/Leader: Paul Axel-Lute, Documents Librarian, Rutgers University, New Brunswick, NJ
Time: Spring and Fall semesters; 40 contact hours; Weekly for 16 weeks
Maximum enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment requirements: MLS or permission of program director
Preparation for Program: None
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Credit toward Post-MLS Certificate (3); Graduate
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $150 for NJ residents; $210 nonresidents
Person to Contact: Director, Professional Development (201) 932-7169

# LIBRARIANSHIP

## INDIANA

### GRADUATE LIBRARY SCIENCE -- EVENING CLASSES

Objectives:

- --Identify the basic concepts of librarianship and analyze its social foundations and professional aspects
- --Identify the management principles and processes necessary to provide library services
- --Implement the principles and practices essential for effectively acquiring, organizing, maintaining, and utilizing library materials and interpreting these materials to the varied library clientele
- --Demonstrate mastery of the basic elements in a selected field of librarianship and use the knowledge necessary to provide service in that area of specialization
- --Describe the role, value, and application of modern technology and information science to librarianship
- --Analyze and evaluate research in the field of librarianship and relate these findings to the solution of library problems.

It is also expected that while in the program students will have developed a commitment to librarianship and continuous professional development.

At: Ball State University, Department of Library Science, 2000 University Avenue, Muncie, IN 47306
Sponsor(s): Department of Library Science (same as above) (317) 285-7180
Teacher/Leader: As assigned (same as above)
Time: Frequency of meeting during program as scheduled; 30-40 contact hours per quarter; Offered on a regular basis quarterly
Maximum enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Prerequisite coursework: None
Kind/amount of work experience: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Laboratory work; Tests

Descriptive Materials: See enclosed Library Science at Ball State plus Supplement
Credit: Graduate Credit
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition
Person to Contact: Chairman, Department of Library Science (same as above)

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**Continuing Education

PENNSYLVANIA

## VOLUNTEER LIBRARY AIDES WORKSHOP

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--assist in the circulation of materials
--assist in the acquisition and processing of library media
--assist in the repair of library media

At: Rohrbach Library, Kutztown State College, Room #4, Kutztown, PA 19530
Sponsor(s): Department of Library Science (same as above) (215) 683-4300
Teacher/Leader: Miss Catharine Sheidy, Librarian, Wilson School District, West Lawn, PA
Time: 1 day/ 9/26/79; 6 contact hours; 6 total hours; Program first offered 9/79
Maximum enrollment: 35
For: Volunteer workers
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Laboratory work; Lectures; Overhead projection; Question-and-answer; Simulation methods
Credit: Information not given
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition $10
Person to Contact: Dean Continuing Education, Kutztown State College, Kutztown, PA 19530 (215) 683-4250

**Training

# LIBRARY TECHNICIANS, PROGRAMS FOR

## WASHINGTON

### LIB 185 AUDIO-MEDIA PRODUCTION

Objectives:

> This course is designed to explore:
> Production and reproduction of monaural and stereo sound to include dubbing sound on sound and other audio procedures on tape.

At: Highline Community College, South 240th and Pacific Hwy. So., Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand;M-W-F
Maximum Enrollment: Not applicable
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: $10.20 per credit hour to a maximum of $102; $39.60 per credit hours to a maximum of per quarter; $396 for non resident students
Person to Contact: Tony M. Wilson, Highline Community College, M/S 25-1D, Mideway, WA 98031; 206/878-3710

**Continuing Education
**Introduction to Librarianship
**Media: Design & Production

## WASHINGTON

### LIB 181 AUDIO-VISUAL EQUIPMENT

Objectives:

This course is designed to explore:
Use of movie projectors, tape recorders, overhead projectors, public-address systems, microfilm readers; Operation and care of equipment. This course is taught by the audio-tutorial method.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; M-W
Maximum Enrollment: Not applicable
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: None
Type of Delivery System : Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Introduction to Librarianship
**Technical Services

# LIBRARY TECHNICIANS, PROGRAMS FOR

## WASHINGTON

### LIB 131 BEGINNING LEGAL REFERENCES

Objectives:

> This course provides:
> An introduction to primary and secondary sources of law for the lay person and the library employee. Provides an overview of basic library materials for federal and Washington law, steps necessary for locating current law.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: One week; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;twice
Maximum Enrollment: 20
For: Clericals; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (1)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Introduction to Librarianship
**Law

WASHINGTON

LIB 102 BOOK REPAIR

Objectives:

This course is designed to provide information on: Mending and first aid for print materials that can be accomplished without binding equipment.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: Meets twice; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;twice
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (1)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Introduction to Librarianship

WASHINGTON

## LIB 176 CIRCULATION PROCEDURES

Objectives:

This course is designed to explore:

Reserves, general circulation, periodicals, collections, vertical files, record keeping, inventory procedures, and audio-visual.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 Weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; M-W-F
Maximum Enrollment: Not applicable
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031

**Continuing Education
**Introduction to Librarianship

WASHINGTON

## LIB 175 CLASSIFICATION AND FILING

Objectives:

This course is designed to explore:

The use of decimal classification system, and library filing rules.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information unavailable
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;M-W-F
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Cataloging & Classification
**Continuing Education
**Introduction to Librarianship

# LIBRARY TECHNICIANS, PROGRAMS FOR

## WASHINGTON

### LIB 121 CONSUMERS INFORMATION SOURCES

Objectives:

This course is a workshop on how to dollar-stretch through the resources of library and the media.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (1)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Information Counseling
**Introduction to Librarianship

## LIBRARY TECHNICIANS, PROGRAMS FOR

### WASHINGTON

LIB 210 DESCRIPTIVE CATALOGING

Objectives:

This course is designed to explore:

The descriptive bibliography according to library standards.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; daily
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: Not given
Credit: Undergraduate Credit (5)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Cataloging & Classification
**Continuing Education
**Introduction to Librarianship

WASHINGTON

## LIB 100 EFFECTIVE USE OF THE LIBRARY

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --analyze the basics of library and materials arrangement and organization, the general information sources and the services that libraries offer;
- --be confident and effective in library use;
- --find facts easily through use of reference tools and indexes;
- --organize and evaluate information to increase the effectiveness in classwork while encouraging independent learning.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Contact hours 20 per quarter; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; T-Th
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (2); Audit (2)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: $10.20 per credit hour to a maximum of $102 per quarter; $39.60 per credit hours to a maximum of $396 per quarter for non-resident students
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Introduction to Librarianship

# LIBRARY TECHNICIANS, PROGRAMS FOR

## WASHINGTON

### LIB 101 INTRODUCTION TO CATALOGING

Objectives:

This course is designed to provide:

An overview of cataloging principles with experience in basic cataloging of monographic materials. Keyed to the student with no cataloging experience. Examples are oriented toward the records of school libraries.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Contact hours 20 hours per quarter; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; biweekly
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (1)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Cataloging & Classification
**Introduction to Librarianship

## WASHINGTON

### LIB 177 LIBRARY TECHNICAL SERVICES

Objectives:

This course is designed to provide:

Analysis of and experience in using library files and bibliographic sources: ordering and receiving procedures, obtaining catalog data, physical processing of materials.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;M-W-F
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Introduction to Librarianship
**Technical Services

## WASHINGTON

### LIB 174 PERIODICALS SERVICES

Objectives:

This course is designed to explore:

The nature and purpose of periodicals and their indices, acquisitions, circulation, collection maintenance, record keeping and inter-library loan.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times; M-W-F
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (3)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Information Counseling
**Introduction to Librarianship

## LIBRARY TECHNICIANS, PROGRAMS FOR

### WASHINGTON

LIB 200 PROVIDING INFORMATION SERVICES

Objectives:

This course is designed to explore:

Nature and purpose of readers' services in libraries; Reference work, children's work, interlibrary loan, relationships among libraries.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;daily
Maximum Enrollment: 20
For: Clericals; Library Technicians; Paraprofessionals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credits (5)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: Information not given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D, Midway, WA 98031; 206/878-3710

**Continuing Education
**Information Counseling
**Introduction to Librarianship

# LIBRARY TECHNICIANS, PROGRAMS FOR

## WASHINGTON

LIB 110 THE TECHNICIAN AND THE LIBRARY

Objectives:

The objectives of the course are as follows:

1. To give a historical development of the role of technician.
2. To give student exposure to employment opportunities in the library field.
3. To give the student an opportunity to examine personal goals and ambitions.
4. To enhance participation in other courses by giving the student exposure to actual library situations through field trips and guest lectures.
5. To explore the role of the technician in school, academic, public, and industrial libraries.

At: Highline Community College; South 240th and Pacific Hwy. So.; Midway, WA 98031
Sponsor(s): Same as above
Teacher/Leader: Information not available
Time: 10 weeks; Daily; Offered annually; Offered on demand by developer/instructor based on degree of demand - 15 times;daily
Maximum Enrollment: 20
For: Clericals
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Not applicable
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Films; Lectures
Descriptive Materials: None given
Credit: Undergraduate Credit (5)
Recognition: Not applicable
Evaluation of Program: Internal system of evaluation
Fees: None given
Person to Contact: Tony M. Wilson; Highline Community College, M/S 25-1D; Midway, WA 98031; 206/878-3710

**Introduction to Librarianship

# LITERACY

## PENNSYLVANIA

### FOLLOW-UP TO ALA LITERACY WORKSHOP

Objectives:

The primary objective is to increase the participants' awareness of the ways in which library resources may be used to help alleviate the problems of functional illiteracy in their communities.

At: Not finalized
Sponsor(s): State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126 (717) 787-8007
Teacher/Leader: Not finalized
Time: Not finalized; One two-day workshop
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessionals; Administrators; Middle managers; Trustees
Level: Basic or beginner
Enrollment requirements: MLS Degree/ BA/BS Degree; AA/AS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Discussions; Lectures; Overhead projection; Panel presentations; Question-and-answer; Reading materials; Video tapes
Descriptive Materials: Not finalized
Credit: No credit awarded
Recognition: Public Acknowledgement (press release, newsletter, banquet, etc.)
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126 (717) 787-8007

**Education
**Learning

## LITERATURE

### NOVA SCOTIA

### LS 720 POPULAR LITERATURE OF THE 20TH CENTURY

Objectives:

Although some consideration will be given to the history of popular literature (mainly in England) both oral and written, the course is really about North America in the 20th century. When movies, television, and radio exist, what does the unsophisticated reader turn to? What does the sophisticated reader find in popular literature? How can we assess the quality of popular literature? Are there male and female audiences? We will be looking at mystery and detective movels, romances (Harlequin and others), science fiction, pornography, comics, popular poetry, children's literature, humor, pop psychology, best sellers and ourselves as consumers of the publishing industry's products.

At: Mount Saint Vincent University, 150 Bedford Highway B3M 2J6
Sponsor(s): Dalhousie-Mount Saint Vincent Summer School
Teacher/Leader: Marcia Rodriquez
Time: 5/15/79-6/6/79; Daily; 5:00-7:00 p.m.
For: Information not given
Level: Information not given
Enrollment requirements: Information not given
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation; Tutorial
Descriptive Materials: Announcement
Credit: Information not given
Recognition: Grade
Evaluation of Program: Information not given
Fees: Information not given
Person to Contact: Douglas Myers, Director, Department of Summer School & Extension, Dalhousie University, Halifax, Nova Scotia, Canada B3H 4H8 (902) 424-2375/TELEX 019-21863

**Publishing

MARYLAND

## SEMINAR IN MANUSCRIPT COLLECTIONS

Objectives:

Upon completion of this course students are expected to:

- --understand the development of manuscript collecting practices in the United States
- --apply professional principles to the processes of acquiring materials for a manuscript repository
- --establish professional criteria for the collection, arrangement, and description of manuscript collections
- --evaluate methods for environmental protection and security of documentary materials
- --recognize the need for an interpersonal approach to donors and users of manuscript collections, and to understand some of the techniques of these approaches

At: University of Maryland, College of Library and Information Science, College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: Frank G. Burke, Instructor (adjunct) (same as above)
Time: 14 days; 8/27/80-12/12/80; 1/17/80-5/17/80; 42 contact hours; 84 preparation hours; Weekly; Program been presented 6 times; Application deadline varies
Maximum enrollment: 30
For: Operating Librarians without MLS; History Majors
Level: Advanced
Enrollment requirements: BA; BS Degree
Preparation for Program: Materials to be brought
Type of Delivery System: Seminar
Supportive Methods: Case study materials; Discussions; Films; Lectures; Problem sets and exercises; Reading materials; Role-playing exercises; Tests
Descriptive Materials: Catalog
Credit: Graduate credit (3)
Recognition: Grade
Evaluation of Program: By participants; Internal system of evaluation
Fees: Tuition $60 per credit hour, Maryland resident; $111 per credit hour, nonresident
Person to Contact: Mrs. Jean Diepenbrock (301) 454-3016

**Archives

# MAP LIBRARIANSHIP

## COLORADO

### MAP LIBRARIANSHIP

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--provide a brief history of maps, primary cartographers, value of historical maps, current map publishers
--organize a map library including a study of map cataloging and classification, map storage and map reading devices
--use maps as a reference tool

At: Graduate School of Librarianship and Information Management, University of Denver, BW 124, Denver, CO 80208
Sponsor(s): Same as above (303) 753-2557
Teacher/Leader: Helen Armstrong, Map Librarian, University Library, University of Florida, Gainesville, FL
Time: 12/10/79-12/14/79; Daily; 5 contact hours per day; preparation hours -- variable; 25 total hours; Program presented for first time
For: Librarians with MLS or more; Operating Librarians without MLS; MLS Students
Level: Intermediate; Advanced
Enrollment requirements: MLS Degree
Prerequisite coursework: For MLS Students - 97-330, 97-344, 97-346, 97-390.1; Equivalent to MLS; permission of instruction
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Reading materials
Credit: Graduate Credit (2); Continuing Education Units; No credit awarded
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition $214
Person to Contact: Dorothy Fisher, Admissions Office, GSLIM, University of Denver, Denver, CO 80208 (303) 753-2557

**History of Maps
**Reference

## DISTRICT OF COLUMBIA

### HISTORY OF MAPS AND MAP COLLECTING

Objectives:

> The history of maps and map collecting from the earliest times to the beginning of modern mapping, with special emphasis on the development of American cartographic and map collecting. The growth and development of private and institutional map collections. The evaluation, acquisition, and use of rare and old maps and atlases in libraries.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, DC 20064
Sponsor(s): Same as above (202) 635-5085
Teacher/Leader: Richard W. Stephenson, Lecturer, and Librarian, Geography and Map Division, L.C. (same as above)
Time: 6/27/80-8/1/80; Biweekly; 37.5 contact hours per semester; 112.5 preparation hours per semester; 150 total hours; Offered on a regular basis annually; Program first offered 1975; Program been offered 4 times
Maximum enrollment: 15
For: Librarians with MLS or more; MLS students
Level: Basic or beginner
Enrollment requirements: MLS Degree; BA/BS Degree
Prerequisite coursework: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; On-site visits; Overhead projection; Reading materials
Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: semester credit hours
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $100 per credit hour
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS (same as above)

ILLINOIS

## PRODUCTION OF INSTRUCTIONAL MATERIALS

Objectives:

Upon successful completion of this course, participants are expected to be able to:

--prepare 8mm films, slides, videotapes, transparencies and other materials for all types of libraries.

At: Rosary College, Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305
Sponsor(s): Same as above (312) 366-2490, Ext. 324
Teacher/Leader: K. Allen, Assistant Dean for Transfer Programs, Waubonsee Community College, Sugar Grove, IL 60554
Time: 1/16/80-5/8/80; Weekly; 30 contact hours; Offered on a regular basis semiannually
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment requirements: BA/BS Degree
Prerequisite coursework: Information not given
Type of Delivery System: Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Laboratory work; Lectures; Overhead projection; Picture boards; Reading materials; Slides/Filmstrips; Tests; Television; Video tapes
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: Tuition $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean (same as above)

## INDIANA

### MULTIMEDIA PRODUCTION I

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --Use dry mounting techniques for mounting pictorial materials
- --Preserve pictures, charts, maps, etc., with laminating material
- --Use various types of mechanical lettering devices, stencils, rubber stamps, transfer letters, and 3-dimensional letters for adding labels and captions to visual material
- --Use colored acetate sheets, inks, dyes, and paints for adding color to visual material
- --Prepare hand-made overhead projector transparencies using a variety of techniques
- --Prepare machine-made transparencies using heat and diazo processes
- --Mount and frame transparencies

At: Ball State University, Department of Library Science, North Quad. Bld. 322, 2000 University Avenue, Muncie, IN 47306
Sponsor(s): Same as above (317) 285-7180
Teacher/Leader: Dr. George T. Yeamans, Professor of Library Science (same as above) (317) 285-4326
Time: 6/16/80-6/27/80; Daily; 20 contact hours per week
Maximum enrollment: 25
For: Library Technicians; Operating Librarians without MLS; Paraprofessionals
Level: Basic or beginner
Enrollment requirements: None
Prerequisite coursework: Information not given
Type of Delivery System: Workshop
Supportive Methods: Many of the above
Descriptive Materials: LIB 201 Multimedia Production I (Workshop) 4 credit hours. Basic knowledge and laboratory work in the development of multimedia materials for teaching and presentation. Students will have laboratory experience in various mounting, laminating, lettering, coloring, and transparency making techniques. Staff: Dr. George T. Yeamans, Professor of Library Science

Credit: Undergraduate Credit (4)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition
Person to Contact: Chairman, Department of Library Science (same as above) (317) 285-7180

## MEDIA: DESIGN & PRODUCTION

### MARYLAND

LBSC 708D MEDIA DESIGN AND UTILIZATION IN LIBRARIES

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --analyze various media formats and determine their appropriateness to problems in communication and instruction
- --design and fabricate media packages using electronic and photographic media
- --manage and develop media collections and programs
- --use media evaluating and reviewing services
- --develop information policy with regard to the news media

At: College of Library & Information Services, University of Maryland, College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: Paul F. G. Keller, Assistant Professor (Instructional Technology) (same as above) (301) 454-6002
Time: 5/19/80-6/27/80; T-Th; 6 contact hours per week; 12 preparation hours per week
Maximum enrollment: 15
For: Information not given
Level: Basic or beginner
Enrollment requirements: BA/BS Degree
Pre-requisite coursework: Any experience with the media would be highly useful, but it is not essential.
Type of Delivery System: Workshop
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Laboratory work; Lectures; Overhead projection; Reading materials; Slides/Filmstrips; Video tapes
Descriptive Materials: The course is designed to ease the needs and interests of librarians in all types of organizations. It attempts to provide a balance of underlying theory and hands-on experience with the media. Production is dealt with in a context of systematic planning and evaluation. The course draws heavily on the College's modern Instructional Development and Support Center.
Credit: Graduate Credit (3); Units used: semester hours
Recognition: Information not given
Evaluation of Program: By participants

Fees: Tuition Maryland resident $176; nonresident $311
Person to Contact: The instructor (301) 454-6002

**Educational Technology
**Public
**School/Media

## NEW JERSEY

### 611:529 BASIC VIDEO TECHNIQUES FOR LIBRARIANS

Objectives:

A hands-on approach designed to familiarize librarians or media specialists with video communications. Lectures are combined with laboratory practice in use of materials and equipment available on a small budget.

At: Varies
Sponsor(s): Rutgers Graduate School of Library and Information Studies, 4 Huntington, New Brunswick, NJ 08903
Teacher/Leader: William K. Lauzon, TV Producer-Director, Rutgers University
Time: Spring or Fall semester; 40 contact hours; Participants meet weekly for 8 weeks
Maximum enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment requirements: MLS or permission of program director
Preparation for Program: None
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate Credit; Credit toward Post-MLS Certificate (3); No credit option
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $150 for NJ residents; $210 for nonresidents; Other fees $26.25
Person to Contact: Director, Professional Development Studies (201) 932-7169

## PENNSYLVANIA

### VIDEO PRODUCTION TECHNIQUES FOR LIBRARIANS AND MEDIA SPECIALISTS

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --set up, operate, and maintain a video tape system
- --use portable video systems
- --video camera techniques
- --video production planning
- --audio techniques for video tapes production
- --lighting for video tape production
- --graphics preparation
- --studio production techniques
- --color video tape production techniques
- --electronic editing

At: Drexel University, Educational Activities Center, Philadelphia, Pennsylvania 19104

Sponsor(s): School of Library and Information Science, Drexel University; and, Office of Continuing Professional Education, Philadelphia, PA 19104 (215) 895-2481

Teacher/Leader: Dennis P. Leeper, Ph.D., Assistant Professor and Media Laboratory Supervisor (same as above) (215) 895-2484

Time: 1/17/80-1/19/80; Daily; 18 contact hours total; 3 preparation hours; 18 total hours

For: Librarians with MLS or more; Middle managers; Media Specialists; Teachers

Level: Basic or beginner

Enrollment requirements: None

Prerequisite coursework: Information not given

Type of Delivery System: Classroom Presentation; Television or Television/Classroom; Workshop

Supportive Methods: Discussions; Laboratory work; Lectures; On-site visits; Overhead projection; Question-and-answer; Reading materials; Team teaching; Video tapes

Credit: No credit awarded

Recognition: Certificate

Evaluation of Program: Internal system of evaluation; By participants

Fees: Tuition $110

Person to Contact: Dr. Dennis P. Leeper, Assistant Professor (same as above)

## TEXAS

### FILM LIBRARIAN'S CONFERENCE

Objectives:

By the end of the meeting, film librarians will be able to:

--plan to input film information into OCLC
--retrieve location information on various films owned by system headquarters libraries or major resource centers in the state.

At: Texas State Library, P.O. Box 12927, Capitol Station, Austin, TX 78711 (512) 475-4110
Sponsor(s): Same as above
Teacher/Leader: Anne Hollingsworth, Media Consultant (same as above)
Time: 1 day; 6 contact hours; Participants meet daily; 2/8/79
Maximum enrollment: 25
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessionals; Administrators; Media Specialists
Level: Basic or beginner; Intermediate; Advanced
Enrollment requirements: None
Preparation for Program: None
Type of Delivery System: Once only
Supportive Methods: Discussions; Field experience; Films
Descriptive Materials: Agenda; Other handouts
Credit: No credit
Recognition: None
Evaluation of Program: By participants
Fees: None
Person to Contact: Anne Hollingsworth (same as above)

## TEXAS

### VIDEO WORKSHOP

Objectives:

Upon completion of the workshop, participants will be able to:

--assess the possibility of using cable for information on continuing education delivery in their area by evaluating their town's cable operation, if one exists

--prepare a short video cassette program using one camera. They will also be able to write a script and carry out all the required stages of planning.

At: Not yet designated -- will be in 2 locations
Sponsor(s): Texas State Library, P.O. Box 12927 Capitol Station, Austin, Texas 78711 (512) 475-4110
Teacher/Leader: Anne Hollingsworth, Media Consultant (same as above)
Time: 1 day; 6 contact hours; Participants meet daily
For: Librarians with MLS or more; Library Technicians; Operating Librarians with MLS; Paraprofessionals; Administrators; Middle Managers; Media Specialists
Level: Basic or beginner; Intermediate; Advanced
Enrollment requirements: None
Preparation for Program: None
Type of Delivery System: Circuit; Workshop
Supportive Methods: Discussions; Field experience; Films; Games; Laboratory work; Lectures; Overhead projection; Question and answer; TV; Video tapes
Descriptive Materials: Flyer will be sent out; usually a packet of materials is prepared for all participants
Credit: No credit
Recognition: None
Evaluation of Program: By participants
Fees: None
Person to Contact: Anne Hollingsworth

## MEDIA: ORGANIZATION AND MANAGEMENT

### NEW JERSEY

611:514 ORGANIZATION OF NONBOOK MATERIALS

Objectives:

The organization of nonprint collections in libraries and media centers. Topics to be covered include: production techniques, bibliographic control, selection and evaluation, storage and retrieval, and cataloging and classification.

At: Varies
Sponsor(s): Rutgers Graduate School of Library & Information Studies (201) 932-7169
Teacher/Leader: Information not provided
Time: Spring of Fall semester; 40 contact hours
Maximum enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment requirements: MLS or permission of program director
Preparation for Program: None
Type of Delivery System: Intermittent
Supportive Materials: Information not provided
Dexcriptive Materials: Brochure
Credit: Graduate credit; Credit toward Post-MLS Certificate (3); No credit option
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $150 for NJ residents; $210 nonresidents; other fees $26.25
Person to Contact: Director, Professional Development Studies (201) 932-7169

**Media: Design, Production

## NOVA SCOTIA

### NON-PRINT MATERIALS IN SCHOOLS & LIBRARIES: EVALUATIONS, SELECTION, ORGANIZATION & CONTROL, AND USE

Objectives:

This course is planned as a practical, indepth study of nonprint materials in schools and libraries. It will cover four aspects of work with nonprint materials--Evaluation, Selection, Organization, and Use. The evaluation aspect will be a brief practical refresher. Selection and Use will be made concrete by direct application to a particular situation. Control or organization will receive a major emphasis as the vital link between acquisition and use.

After completion of this course, students will be able to:

--evaluate any nonprint media, excluding microfiche, in relation to its content, technical qualities and possible uses
--select nonprint media for a specific purpose and person within budgetary constraints
--provide access to nonprint media in a center through bibliographic and physical organization and circulation
--be able to relate nonprint media to the curriculum in a school or library and see it as an educational adjunct of entertainment.

At: School of Library Service; Dalhousie University; Halifax, Nova Scotia, Canada B3H 4H8
Sponsor(s): Same as above
Teacher/Leader: Diana Spirt
Time: Daily; July 5-27, 1979; Three weeks
Maximum Enrollment: Information not provided
For: Information not provided
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided

Supportive Methods: A pre and post evaluative written test of specific nonprint materials will be used to judge Skill 1.
Descriptive Materials: Announcement
Credit: Information not provided
Recognition: Information not provided
Evaluation of Program: Information not provided
Fees: Information not provided
Person to Contact: M. Doreen E. Fraser, Assistant Professor, Administrative Assistant; School of Library Service; Dalhousie University; Halifax, Nova Scotia, Canada B3H 4H8; 902/424-3656/TELEX 019-21863

**School Media

## DISTRICT OF COLUMBIA

### HEALTH SCIENCES LIBRARIANSHIP

Objectives:

Upon successful completion of the course, the students are expected to be able to:

1. Complete a written plan, to be implemented over five years, of a building program for a health sciences library.
2. Catalog and classify books, using MESH, National Library of Medicine Classification, CATLINE, and the NLM Current Catalog.
3. Select journals, books and audiovisual materials for an individual health sciences library, based upon a knowledge of appropriate selection bibliographic sources.
4. Complete, in written form, and deliver orally to the class, a paper based upon the literature and interviews with librarians, about a topic in the area of health sciences librarianship.

At: The Catholic University of America, Graduate Department of Library and Information Science; Washington, D.C. 20064
Sponsor(s): Same as above
Teacher/Leader: Dr. Jane Pool, Assistant Professor, CUA GDLIS
Time: 1/12/80 to 4/24/80; Meeting weekly; Contact hours 37.5 hours per semester; Approximate student preparation 112.5 hours per semester; Total hours 150; Offered annually; First offered 1978 - 2 times
Maximum Enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS; Other: MLS Students
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Audio tapes or cassettes; Case study materials; Discussions; Field experience; Films; Lectures; On-site visits; Overhead Projection; Reading materials; Tests; Video tapes

Descriptive Materials: Information not provided
Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: Semester credit hours
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $420
Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS; The Catholic University of America; Washington, D.C. 20064; 202/635-5085

**Administration & Management

## DISTRICT OF COLUMBIA

### HEALTH SCIENCES LITERATURE

Objectives:

1. Introduce students to the health sciences: vocabulary, trends in education in health sciences and in health care delivery, and communication patterns within health sciences.
2. Involve students in reporting, concisely and correctly, citations of answers to questions in the health sciences, based upon a core list of reference sources.
3. Acquaint students with the National Library of Medicine and MEDLARS' services, and other health science collections within the Washington area.
4. Give students on-line experience with MEDLEARN, the training course for MEDLINE.
5. Give students opportunities to (1) read in the literature concerning health sciences bibliography, (2) explore topics of individual interest--such as audiovisual materials or patient libraries--for presentation to class in written and oral form and (3) to discuss problems in information delivery.

At: The Catholic University of America, Graduate Department of Library and Information Science, Washington, D.C. 20064
Sponsor(s): Same as above
Teacher/Leader: Dr. Jane Pool, Assistant Professor, The Catholic University, GDLIS
Time: 8/31/80 to 12/17/80; Meeting weekly; Contact hours 37.5 hours per semester; Approximate student preparation time 112.5 hours per semester; Total hours 150; Offered annually; First offered 1978 - 2 times
Maximum Enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS; Other: MLS Students
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Introduction to Reference; Introduction to the literature of science and technology
Type of Delivery System: Cassettes/Tapes; Classroom Presentation; Seminar; Television or Television/Classroom

Supportive Methods: Audio tapes or cassettes; Case study materials; Computer-assisted instruction; Diagnostic tests; Discussions; Field experience; Films; Laboratory work; Lectures; On-site visits; Overhead projection; Programmed instruction (self-teaching devices); Problem sets and exercises; Slides/Filmstrips; Tests; Video tapes; Other: Online searching

Descriptive Materials: Information not provided

Credit: Graduate Credit (3); Audit (0); Credit toward Post-MLS Certificate (3); Units used: Semester credit hours

Recognition: Grade

Evaluation of Program: By participants

Fees: Tuition $420; Other fees: Minimal lab fees

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman, GDLIS; The Catholic University of America; Washington, D.C. 20064; 202/635-5085

**Data Bases (including Construction)
**Reference

# MEDICAL LIBRARIANSHIP

## MARYLAND

### HEALTH SCIENCES INFORMATION SOURCES AND THEIR USE

Objectives:

At the end of the semester, the student should:

1. Be capable of locating at least 75% of any material on a given subject in the Health Sciences by use of secondary services and reference tools.
2. Be able to outline a general or specific search strategy for questions in the Health Sciences and summarize each step in a few sentences.
3. Know the names of a number of key primary sources in Health Sciences some of them in a particular field, and be able to describe them from personal examination.

At: College Library and Information Services; University of Maryland; College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: Winifred Sewell, Consultant
Time: January 17 to May 17, 1980; August 27 to December 12, 1980; Meeting weekly; Contact hours 45 hours per term; Approximate student preparation 90 hours per term
Maximum Enrollment: Information not provided
For: Information not provided
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: Information not provided
Credit: Information not provided
Recognition: Information not provided
Evaluation of Program: Internal system of evaluation; By participants
Fees: $60/credit hour for resident; $111/credit hour for non-resident
Person to Contact: Information not provided

## NEW JERSEY

### 611:546 MEDICAL AND HEALTH SCIENCES BIBLIOGRAPHY

Objectives:

> Study of the bibliographic structure and sources used in building and servicing collections and providing information in medical, dental, pharmaceutical, nursing, and other health science fields. Special emphasis on audiovisual materials, machine-based searching systems, and information networks in medical and dental schools, hospitals, and industrial special libraries.

At: College of Medicine & Dentistry of New Jersey, Newark
Sponsor(s): Rutgers Graduate School of Library and Information Studies, 4 Huntington, New Brunswick, N.J.
Teacher/Leader: Reginald W. Smith, Associate Librarian, College of Medicine & Dentistry of N.J.
Time: Spring and fall semesters; Contact hours (40); Participants meet weekly for 16 weeks
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: None
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate credit; Credit toward Post-MLS Cert. (3)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $150 for N.J. residents; $210 for non-residents
Person to Contact: Director, Professional Development
201/932-7169

**Special Librarianship

# MICROFORMS

## COLORADO

### MICROFORMS FOR LIBRARIES

Objectives:

1. To teach librarians and information scientists more about microform management.
2. To evaluate, select and use microform equipment.
3. To maintain bibliographic control and conservation of microforms.
4. To emphasize the use of microforms in conjunction with computers and data bases.

At: University of Denver Graduate School of Librarianship and Information Management; Denver, Colorado 80208; 303/753-2557
Sponsor(s): Same as above
Teacher/Leader: Herbert C. Cohen, Director of Professional Data Services, Information Handling Services, Denver, Colorado
Time: 5 days; From 12/3/79 to 12/6/79; Contact hours (25); Participants meet daily; Application deadline November 16, 1979
Maximum Enrollment: Information not provided
For: MLS students; Librarians with MLS or equivalent
Level: Intermediate/Advanced
Enrollment Requirements: MLS Degree; Certain pre-requisite courses; MLS student; permission of instructor
Prerequisite Coursework: Information not provided
Type of Delivery System: Continuous; Classroom Presentation
Supportive Methods: Lectures; Tests; Field Experience
Descriptive Materials: Brochure
Credit: Continuing Education Units; Graduate credit (2), no credit
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Tuition $214
Person to Contact: Dr. Anne Mathews, CE director, same address as above

**Reprography
**Selection and Acquisition of Library Materials

# MINORITIES, MATERIALS AND SERVICES FOR

## CALIFORNIA

### X 402 LIBRARY AND INFORMATION NEEDS FOR LATINOS

Objectives:

Strategies and techniques for working with Latinos including a sociodemographic overview of the Latino population.

Topics include:

- --methods of community analysis to identify specific information needs of Latinos
- --identification of bibliographic tools and resources for collection development
- --funding sources
- --use of audio-visual materials
- --staffing needs and recruitment patterns

At: 300F Powell Library, UCLA
Sponsor(s): UCLA Graduate School of Library and Information Science in cooperation with UCLA Extension
Teacher/Leader: Daniel F. Duran, Adjunct Asst. Prof., GSLIS, UCLA; President, Reforma, National Association of Spanish-Speaking Librarians, with guest speakers Rudy Acuna, Cal-State Univ., Northridge; Juan Gomez-Quinones, Director of Chicano Studies, UCLA; Patricia Tarin, Los Angeles County Public Library; Elizabeth Martinez-Smith, Librarian Orange County; John Ayala, Librarian, Long Beach City College
Time: Tuesday, 7-10 p.m., January 8 - March 18, 1980; 12 meetings
Maximum Enrollment: Information not provided
For: Both Spanish-speaking and non-Spanish-speaking library staffs
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: 4 units; Pass/Fail and Not-for-Credit options
Recognition: Information not provided
Evaluation of Program: Information not provided

Fees: $95
Person to Contact: UCLA Extension, P.O. Box 24901, Dept. K,
Los Angeles, CA 90024

**Materials and Services for Spanish-speaking

## MINORITIES, MATERIALS AND SERVICES FOR

MICHIGAN

### SELECTION AND USE OF NATIVE AMERICAN MATERIALS

Objectives:

Information not provided.

At: School of Librarianship; Western Michigan University; Kalamazoo, MI 49008
Sponsor(s): Same as above
Teacher/Leader: M. Eileen Shimizu, Adjunct Professor; William K. Smith, Assistant Professor; Western Michigan University
Time: 2/12/80 to 3/18/80; Meetings held weekly (Tuesday); Contact hours 3 per day 6-9:00 p.m.; Total hours (15)
Maximum Enrollment: Information not provided
For: Information not provided
Level: Advanced
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: A course designed to acquaint librarians with the problems and concerns of the Native American Community as they relate to the library collection. The evaluation, selection, acquisition and utilization of Native American materials will be emphasized.
Credit: Graduate Credit (1)
Recognition: Grade
Evaluation of Program: Information not provided
Fees: $39.50 per resident credit hour; $90.25 per non-resident credit hour
Person to Contact: Dr. Jean E. Lowrie, Director; School of Librarianship; Western Michigan University; Kalamazoo, MI 49008; 616/383-1849

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**Materials and Services for Native Americans

## MINORITIES, MATERIALS AND SERVICES FOR

### NEW JERSEY

PROYECTO LEER INSTITUTE ON SERVICES & MATERIALS FOR THE SPANISH-SPEAKING

Objectives:

> Participants will become familiar with problems in acquisition and selection of materials for the Spanish-speaking (children through adult); will gain background for planning services for Hispanic communities

At: Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Ruth Thomas & Jana Varleys, Rutgers GSLIS
Time: March 19, 1980 to March 22, 1980; Meetings daily; Contact Hours (20)
Maximum Enrollment: Information not provided
For: Library Technicians; Operating Librarians without MLS; Paraprofessionals; Middle managers; Media Specialists
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Institute
Supportive Methods: Discussions; Films; Laboratory work; Lectures; Panel presentations
Descriptive Materials: Information not provided
Credit: Information not provided
Recognition: Information not provided
Evaluation of Program: By participants; By an expert
Fees: None
Person to Contact: Jana Varlejs; Graduate School of Library and Studies; Rutgers University; New Brunswick, N.J . 08903; 201/932-7169

**Public Services
**Selection & Acquisition of Library Materials

## NEEDS ASSESSMENT

### CALIFORNIA

### COMMUNITY ANALYSIS FOR LIBRARIANS

Objectives:

Upon completion, participants will be able to:

- --survey the library's community as a first step in evaluating service and collections.
- --assemble and apply existing data in planning services.

At: School of Library Science; University of Southern California; University Park, Los Angeles, CA 90007

Sponsor(s): Same as above

Teacher/Leader: Roger C. Greer/Martha L. Hale; Community Analysis Research Institute; School of Lib. Sci. U.S.C. LA, CA 90007; 213/741-2548

Time: 6/13-14; 7/11-12; 7/25-26 (1980 summer intensive) 8 hrs. per day; 2/4/80, 6/4/80 (class) 3 hrs. per day; 9/15/80, 1/28/81 (class); Offered each semester; Offered on demand by developer/instructor upon request; First offered Sept., 1975; Offered 28 times

Maximum Enrollment: 70

For: No specific target

Level: Basic or beginner; Intermediate

Enrollment Requirements: BA/BS degree required for course credit

Prerequisite Coursework: No prerequisites for on-site institutes

Type of Delivery System: Workshop

Supportive Methods: Games; Lectures; Overhead projections; Personalized system of instruction; Question-and-answer; Reading materials; Team teaching

Descriptive Materials: Community Analysis for Librarians is a course intended to foster skills in the analysis of the librarys' community and information needs as a management and decision-making tool. The course is offered for credit each semester, including an intensive summer course. Also, the institute is available on a contractual basis with libraries anywhere in the U.S. or Canada.

Credit: No credit awarded

Recognition: Information not provided

Evaluation of Program: Internal system of evaluation; By participants

Fees: Tuition $154/unit or $200 for institute off-campus

Person to Contact: Martha Hale, Associate Director, CARI, School of Lib. Science, U.S.C. University Park, L.A., CA
90007; 213/741-2385

**Continuing Education

## NETWORKING

### NEW JERSEY

### 611:589 TOPICS IN LIBRARIANSHIP: INFORMATION NETWORKS

Objectives:

> Analysis and discussion of various types of information networks including organizational structures, cooperative arrangements, communication systems, computer systems and bibliometrics.

At: Rutgers Graduate School of Library & Information Studies, 4 Huntington, New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Joy Moll
Time: Spring or fall semesters; Contact hours (40); Participants meet weekly for 16 weeks
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Information not provided
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: None
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate credit; Credit toward Post-MLS Certificate (3)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: $150 for N.J. residents; $210 for non-residents; Other fees $26.25
Person to Contact: Director, Professional Development Studies, 201/932-7169

**Information Systems & Networks

## ORAL HISTORY

### CALIFORNIA

### LIBRARY APPLICATIONS OF THE ORAL HISTORY TECHNIQUE

Objectives:

> This course examines types and varieties of equipment, technical processing of materials produced through oral history, interviewing techniques and methods, and setting up an oral program

At: 300F Powell Library, CA
Sponsor(s): UCLA Graduate School of Library and Information Science in cooperation with UCLA Extension
Teacher/Leader: Joel R. Gardner, Senior Editor, UCLA Oral History Program
Time: Saturday, 9 a.m. - 5 p.m., February 23, 1980
Maximum Enrollment: Information not provided
For: Librarians
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Demonstrations; Video tapes
Descriptive Materials: Brochure
Credit: 1 unit
Recognition: Information not provided
Evaluation of Program: Information not provided
Fees: $25 Noncredit; $50 Credit
Person to Contact: UCLA Extension, P.O. Box 24901, Dept. K, Los Angeles, CA 90024

# ORAL HISTORY

## PENNSYLVANIA

### DEVELOPMENT & ORGANIZATION OF ORAL HISTORY COLLECTIONS

Objectives:

Upon successful completion of this course, participants are expected to be able to:

- --direct programs of local history and the gathering of primary source material for the library collection;
- --assist in the organization of local history materials and in the preservation of existing resources, particularly genealogical collections;
- --participate in curriculum development, by designing an alternate means of teaching local history.

At: School of Library Science; Carlson Building; Clarion State College, Clarion, PA 16214
Sponsor(s): Same as above
Teacher/Leader: Patricia C. Payne; Clarion State College; Clarion, PA 16214; 814/226-2271
Time: February - April; 3 weekends; Contact hours 6-7 hr. meetings; Approximate student preparation 40 hours; Total hours approximately 80 hours; Offered on demand by developer/instructor
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Library Users; Media Specialists
Level: Intermediate
Enrollment Requirements: MLS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Audio tapes or cassettes; Cas study materials; Discussions; Lectures; Reading materials
Descriptive Materials: The student will select a site or event of historic interest/significance; conduct interviews with persons involved; transcribe tapes and produce a document (with appropriate visuals) for class presentation
Credit: Graduate Credit (3); Undergraduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $51 per credit

Person to Contact: Patricia C. Payne; 163 Carlson Building; Clarion State College; Clarion, PA; 814/226-2271

**Archives
**Conservation & Preservation of Library Materials
**Human Resources Development

## CALIFORNIA

### NONBOOK MATERIALS IN LIBRARIES

Objectives:

Upon completion of the course, participants should be able to:

--evaluate and select nonbook media
--prepare inexpensive nonbook materials for libraries
--organize, store and retrieve nonbook materials and equipment
--understand latest technology and implications for libraries

At: School of Library Science, U.S.C., University Park, Los Angeles, CA 90007
Sponsor(s): Same as above (213) 741-2548
Teacher/Leader: Jeanne M. Nolan, Assistant Professor, School of Library Science (same as above)
Time: 7/7/80-7/12/80 (intensive summer session); Daily; 7 1/2 contact hours per day; 45 total hours; Offered on a regular basis each semester
Maximum Enrollment: 25
For: Librarians with MLS or more; Graduate students
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: None
Kind/amount of work experience: Library work experience is desirable but not required
Type of Delivery System: Cassettes/Tapes; Classroom Presentation; Independent Study (e.g. knowledge packages, programmed learning, etc.); Television or Television/Classroom; Workshop
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Laboratory work; Lectures; Overhead projection; Reading Materials; Slides/Filmstrips
Descriptive Materials: Offered each semester as a 3 unit course, Nonbook Materials for libraries also will be offered as a summer intensive session for librarians and graduate students

Credit: Graduate Credit (3)
Recognition: Information not given
Evaluation of Program: By participants
Fees: Tuition $154/unit; Other fees $10 lab fee
Person to Contact: Robert Grover, Assistant Dean (same as above) (213) 741-2548

** Selection & Acquisition of Library Materials

COLORADO

## MICROCOMPUTER CONFERENCE UPDATE '80: PAPERLESS TECHNOLOGY AND THE LIBRARY

Objectives:

To develop an understanding of the paperless technology and its role in the improvement of professional, managerial, administrative, and secretary efficiency in the library and information systems.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208
Sponsor(s): Same as above
Teacher/Leader: Dr. Anindya Bose, Associate Professor/Director of Computer Access Laboratory; GSLIM; University of Denver; Denver, CO 80208; 303/753-2557/3477
Time: 5/15/80 - 5/17/80; Meeting daily; Contact hours 7.5 per day; Variable hours of student preparation; Total hours 15; Offered annually; First offered 1979 - 1 time
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Administrators; Middle managers; Technical Information Specialists; Information Science Specialists; Library Educators; Information Professionals; Executives and Managers; Freelancers; Planners
Level: Advanced
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Seminar; Workshop
Supportive Methods: Discussions; Laboratory work; Lectures; Overhead projection; Panel presentations; Question-and-answer; Slides/Filmstrips
Descriptive Materials: Information not provided
Credit: Continuing Education (1.5); No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: To be determined
Person to Contact: Dr. Anne Mathews; GSLIM; University of Denver; Denver, CO 80208; 303/753-2557

**Information Science
**Technical Services

# PUBLIC LIBRARIANSHIP

## ALABAMA

### INTENSIVE LIBRARY SEMINAR

Objectives:

Upon successful completion of this seminar, participants are expected to be able to:

--conduct a useful and useable community analysis
--describe available reference resources
--carry out a reference interview
--select appropriate AV software for library activities (limited basis)
--evaluate, on a limited basis, the value of monograph library materials
--describe the process of printing
--acquire a basic knowledge of Alabama library law
--express appropriate leadership behavior in community interactions
--improve library service to special groups
--develop library budget
--improve library collections in local history and genealogy
--lobby

At: University of Alabama; Division of Continuing Education; Tuscaloosa, Alabama
Sponsor(s): Alabama Public Library Service; 6030 Monticello Drive; Montgomery, AL 36130; 205/277-7330; and University of Alabama Graduate School of Library Service
Teacher/Leader: Dr. James O. Ramer, Dean; Graduate School of Library Service; University of Alabama; Tuscaloosa, AL; 205-348-4610
Time: 11 days; from 5/11/80 - 5/23/80; Contact hours (50); preparation time 4 hours; Total hours (including field experience, outside activities, etc.) 60; participants meet daily
Maximum Enrollment: Information not provided
For: Operating Librarians without MLS (25)
Level: Experienced librarians without the MLS

Enrollment Requirements: 1 or more years of experience in library and information science field; employed in librarian-level position without the MLS
Prerequisite Coursework: Information not provided
Type of Delivery System: Continuous
Supportive Methods: Audio tapes or cassettes; Case study materials; Diagnostic tests; Discussions; Field experience; Films; Games; Laboratory work; Lectures; Overhead projection; Panel presentations; Problem sets and exercises; Question-and-answer; Reading materials; Simulation methods; Slides/filmstrips
Descriptive Materials: Syllabus
Credit: Continuing Education Units (5)
Recognition: Public Acknowledgement (press release, newsletters, banquets, etc.)
Evaluation of Program: By participants; Internal system of evaluation; Staff, Alabama Public Library Service
Fees: None
Person to Contact: Bill Crowley, Continuing Education Consultant; Alabama Public Library Service; 6030 Monticello Drive; Montgomery, AL 36130; 205/277-7330

**Budgeting and Finance
**Introduction to Librarianship
**Needs Assessment

# PUBLIC LIBRARIANSHIP

## MARYLAND

### PUBLIC LIBRARY IN THE POLITICAL PROCESS

Objectives:

The primary objectives of the course is to affect an understanding of some key factors that influence and direct the public library as a political entity. Political, in the context of the course, refers to the public library's ability to deal with consequences of performing its functions and carrying out its responsibilities. Focus of the course is, therefore, on the library's relationship with:

1. Legislation - both State and Federal legislation, which in varying degrees provide the fiscal, administrative and territorial framework of the library.
2. Governing bodies (the Library Board) - analysis of both traditional and representative types of boards and examination of board prerogatives.

At: College of Library and Information Services; University of Maryland; College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: William Cunningham, Lecturer; CLIS; College Park, MD 20742
Time: Varies
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Advanced
Enrollment Requirements: BA, BS Degree; Admission to CLIS and/or Admission by Graduate School
Prerequisite Coursework: Information not provided
Type of Delivery System: Offered on a regular basis each year; Classroom Presentation
Supportive Methods: Lectures; Role-playing exercises
Descriptive Materials: CLIS catalog; Syllabus
Credit: Graduate credit (3); No credit option
Recognition: Grade
Evaluation of Program: By participants

Fees: Tuition $60 per credit hour - MD residents; $111.00 per credit hour - non-residents

Person to Contact: Jean Diepenbrock, Admissions Office; University of Maryland, College Park, MD; 301/454-3016

# PUBLIC LIBRARIANSHIP

## MARYLAND

### LBsc 499F SEMINAR ON THE PUBLIC LIBRARY - 3 CREDITS

Objectives:

- to understand the role of the public library (past and present) in society
- to survey public library services in terms of goals and evaluation
- to understand issues and problems of public libraries in the 1970's.

At: College of Library and Information Services; University of Maryland; College Park, Maryland 20742
Sponsor(s): Same as above
Teacher/Leader: Dr. Shirley Fitzgibbons, Assistant Professor; College of Library and Information Services; 301/454-5441
Time: (one semester) August - December 1978, 1979; Meeting weekly; Contact hours 3 hours per 1 week; Approximate student preparation time 6 hours per 1 week; Total hours +20 hours field experiences; Offered annually; Offered on demand by developer/instructor once a year; First offered Fall 1978 - twice
Maximum Enrollment: 25
For: Operating Librarians without MLS; Paraprofessionals; Library school MLS students; Undergraduate library majors
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Working on BS degree
Type of Delivery System: Classroom Presentation; Field Experiences; Lectures; Field Trips
Supportive Methods: Audio tapes or cassettes; Discussions; Field experience; Films; Lectures; On-site visits; Field experiences; Lectures; Field trips
Descriptive Materials: Information not provided
Credit: Graduate Credit; Undergraduate Credit; Pass/Fail; Units (3 credits)
Recognition: 3 credits, pass/fail option (may be changed)
Evaluation of Program: Internal system of evaluation; By participants
Fees: Undergrad $110 MD resident, $143 non-MD resident; Grad $176 MD resident, $311 non-MD resident

Person to Contact: Jean Diepenbrock, Director of Admissions; College of Library and Information Services; University of Maryland; College Park, MD 20742; 301/454-3016

**Library Associates, Programs for
**Materials and Services for: all public library users
**Public Services

# PUBLIC LIBRARIANSHIP

## PENNSYLVANIA

### THE PUBLIC LIBRARY IN RURAL AMERICA

Objectives:

Educational Objectives:

A. Gain a general understanding of the nature and condition of rural public libraries.
B. Obtain a historical perspective on how such libraries have developed and relationships to urban public libraries and other types of libraries.

Behavioral Objectives: The student should be able to:

A. Demonstrate a general knowledge of the general areas covered in the educational objectives.
B. Demonstrate a more detailed knowledge of the rural libraries of a particular state with Pennsylvania serving as the example.
C. Apply creative solutions to the limitations on small public libraries.
D. Demonstrate an understanding of the polictical environment of the rural public library.

At: Clarion State College School of Library Science; Clarion, Pennsylvania 16214
Sponsor(s): Same as above; 814/226-2271
Teacher/Leader: John W. Head; Associate Professor; Same as above
Time: From 3/80 to 5/80; meetings arranged; Contact hours (40 varies); preparation time (40 varies); total hours (80); offered each semester; first offered fall 1979; been offered one previous time
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS; Trustees; Rural librarians
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree

Prerequisite Coursework: None
Type of Delivery System: Classroom Presentation; Independent Study; Seminar; Workshop
Supportive Methods: Case study materials; Discussions; Lectures; On-site visits; Panel presentations; Reading materials
Descriptive Materials: The program is devoted to the area of rural librarianship. The course to be offered in the spring of 1980 deals with community development and the library in rural areas.
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation; by participants
Fees: Tuition $153.00; Other fees $2.50
Person to Contact: John W. Head, Same of above

**Administration & Management
**Budgeting & Finance
**Public Services

## PUBLIC RELATIONS

### COLORADO

### LIBRARY PUBLIC RELATIONS: A TOTAL COMMITMENT

Objectives:

> This program is designed to increase the skills of the practitioner in library public relations. Discussions and workshops will cover internal and external public relations concerns, community involement, creative messages, public relations development, friends of libraries, and television production.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, Colorado 80908
Sponsor(s): Same as above; 303/752-2557
Teacher/Leader: Dr. Anne Mathews; Associate Professor; Same as above
Time: From 9/25/80 to 9/27/80; Contact hours (7.5 per week); Preparation time variable; Total hours 15; first offered 1977; Been offered 1 previous time
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessional; Administrators; Middle managers; Trustee; Media Specialists
Level: Basic or beginner; Intermediate
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Discussions; Lectures; Question and answer; Reading materials; Television
Credit: Continuing Education Units (1.5); No credit awarded
Recognition: Certificate
Evaluation of program: By participants
Fees: To be determined
Person to Contact: Dr. Anne Mathews; Same as above

**Academic
**Public
**Media: Design & Production
**Community Involvement

# PUBLIC RELATIONS

## DISTRICT OF COLUMBIA

### SEMINAR ON PUBLIC RELATIONS FOR LIBRARY AND INFORMATION SERVICES

Objectives:

To enlarge the student's vision of what a superior public relations program is. Upon successful completion of the course, students should be able to:

- --specify elements of a public relations program,
- --demonstrate through a written or verbal presentation how a public relations program can be implemented,
- --evaluate the effectiveness of a public relations program,
- --relate current research findings to the implementation of a public relations program

At: The Catholic University of America; Graduate Department of Library and Information Science; Washington, D.C. 20064; 202/635-5085
Sponsor(s): Same as above
Teacher/Leader: Alice Norton, Library Public Relations Consultant
Time: 5 days; Summer 1981; Approximately (37.5) contact hours; Student preparation (112.5) hours; Total hours (150); Weekends; Application deadline 6/1/80
Maximum Enrollment: 20
For: Librarians with MLS or more; Administrators; Middle Managers
Level: Advanced
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Audit (0); Graduate Credit (3); Credit toward Post-MLS Certificate (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition application fee $10; Living accommodations available on campus for singles

Person to Contact: Dr. John J. Gilheany; Department of Continuing Education; The Catholic University of America; Washington, D.C. 20064; 202/635-5256

# PUBLISHING

## COLORADO

### PUBLISHING INSTITUTE

Objectives:

> To offer an overview of book publishing for persons interested in entry-level positions in the field. Students learn editing, marketing and production skills as well as obtain a detailed picture of other publishing components.

At: University of Denver, Graduate School of Librianship and Information Management, Denver, Colorado 80208 303/753-2557
Sponsor(s): Same as above
Teacher/Leader: Elizabeth Geiser, Adjunct Professor and Director Consultant to Publishers, New York 212/751-3033
Time: 4 weeks; From 7/14/80 to 8/8/80; Participants meet daily; program has been presented four times
For: Recent college graduates; Librarians interested in publishing
Level: Basic; Beginner
Enrollment Requirements: BA/BS; MLS if librarian; Work in publishing
Prerequisite Coursework: Information not provided
Type of Delivery System: Continuous; Classroom Presentation; Seminar; Workshop
Supportive Methods: Field Experience; Laboratory Work; Lectures; On-site visits; Overhead projection; Reading materials; Slides/filmstrips; Workshops in editing; production; marketing
Descriptive Materials: Brochure; Poster
Credit: 6 quarter hours of graduate credit; No credit option
Recognition: Certificate
Evaluation of Program: Internal system of evaluation
Fees: Tuition $725; Other fees $25.00 application
Person to Contact: Dean; Same address as sponsor

# PUBLISHING

## GEORGIA

### THIRD INSTITUTE ON AMERICAN BOOK PUBLISHING

Objectives:

Following attendance at the Institute, participants should have:

1. Knowledge of the U.S. book distribution system sufficient to interact effectively with it;
2. Awareness of trends likely to effect the distribution of materials to book markets sufficient to effectively plan adjustments to the changing system;
3. Understanding of the roles of the various components of the book distribution system sufficient to interface in a supportive and complementary manner with other components.

At: Division of Librarianship; Emory University; Atlanta, Georgia 30322; 404/329-6840
Sponsor(s): Same as above
Teacher/Leader: Information not provided
Time: 3 days; March 16-18, 1980; Course/program has been presented to date twice
Maximum Enrollment: 60
For: Librarians with MLS or more; Operating Librarians without MLS; Book Store Managers
Level: Information not provided
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Offered on a regular basis each year; Institute
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: No credit
Recognition: None
Evaluation of Program: By participants
Fees: Registration $50.00
Person to Contact: A. V. Lawson

# RARE BOOK LIBRARIANSHIP

## COLORADO

### OUT-OF-PRINT AND ANTIQUARIAN BOOK MARKET

Objectives:

- --to provide a complete overview of the antiquarian book trade and out-of-print market.
- --to increase interaction between librarians and book dealers through an analysis of the responsibilities and procedures involved in acquiring rare books.
- --to develop skills for describing, appraising and pricing books.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208
Sponsor(s): Same as above; 303/753-2557
Teacher/Leader: Jacob Chernofsky, Director/Editor/Publisher; AB Bookman's Weekly; P.O. Box AB; Clifton, N.J. 07015; 201/772-0020
Time: 8/10/80 - 8/14/80; Meeting daily; Contact hours (7 per day); Student preparation time variable; Total hours (35); Offered annually; First offered Dec. 1977 - 2 times
Maximum Enrollment: 75
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessionals; Library Users; Book dealers
Level: Basic or beginner; Intermediate
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Workshop
Supportive Methods: Discussions; Lectures; Panel presentations; Question-and-answer; Reading materials
Descriptive Materials: Information not provided
Credit: Continuing Education Units (3); No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: To be determined
Person to Contact: Dr. Anne Mathews, CE Director/Sheila Weissberg, CE Assistant; GSLIM; University of Denver; Denver CO 80208; 303/753-2557

**Conservation & Preservation of Library Materials
**Selection & Acquisition of Library Materials
**Appraisals of Book Collections

## RARE BOOK LIBRARIANSHIP

MASSACHUSETTS

ACRL RARE BOOKS AND MANUSCRIPTS SECTION PRECONFERENCE

Objectives:

Information not provided

At: Copley Plaza Hotel; Copley Square; Boston, MA 02116
Sponsor(s): Association of College and Research Libraries, Rare Books and Manuscripts Section; 50 E. Huron Street; Chicago, IL 60611; 312/944-6780
Teacher/Leader: Information not provided
Time: 6/24/80 - 6/28/80; Offered annually
Maximum Enrollment: 200
For: Information not provided
Level: All levels
Enrollment Requirements: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures
Descriptive Materials: Information not provided
Credit: No credit awarded
Recognition: Information not provided
Evaluation of Program: Internal system of evaluation
Fees: Registration unknown as yet
Person to Contact: Harold L. Espo; ACRL/ALA; 50 E. Huron Street; Chicago, IL 60611; 312/944-6780

**Archives
**History of Books, Printing, and Libraries
**International

## COLORADO

### ON-LINE SEARCHING FOR EDUCATORS

Objectives:

- --demonstrate proper use of logical operators;
- --design search strategies for reference inquiries and select appropriate data bases or the data files;
- --execute search strategies on-line using both controlled vocabulary and natural language approaches;
- --evaluate search results and redesign search if necessary.

At: University of Denver, GSLIM; University of Denver; Denver, CO 80208
Sponsor(s): Same as above
Teacher/Leader: James K. Foyle, Assistant Professor; University of Denver, GSLIM; Denver, CO 80208; 303/753-2557
Time: 7/7/80 - 7/11/80; Meeting daily; Contact hours (4 per day); Student preparation time (3 hours per day); Total hours (50 hours; includes 3 hr. lab per day); Offered on demand by instructor; First offered July 1980
Maximum Enrollment: 24
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Teachers and other educators
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Workshop
Supportive Methods: Computer-assisted instruction; Diagnostic tests; Discussions; Laboratory work; Lectures; Overhead projection; Personalized system of instruction; Programmed instruction (self-teaching devices); Problem sets and exercises; Question-and-answer; Reading materials; Tests
Descriptive Materials: Librarian, media specialists, and classroom teachers will be instructed in designing and executing subject searches using on-line data bases such as ERIC, NICEM, Monthly Catalog of U.S. Govt. Publications, and other education, social science, and comprehensive data bases.
Credit: Graduate Credit (2); Continuing Education Units (2); No credit awarded

Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: To be announced
Person to Contact: James K. Foyle; BMC 107; University of Denver; Denver, CO 80208; 303/753-2557

**Data Bases (including Construction)
**Information Systems & Networks

# REFERENCE

## ILLINOIS

### ACRL/ERIC PRECONFERENCE

Objectives:

ERIC Users Preconference

At: American Library Association; Annual Conference; New York Hilton Hotel; N.Y., N.Y.
Sponsor(s): ACRL/ALA; 50 E. Huron Street; Chicago, IL 60611; 312/944-6780
Teacher/Leader: Ted Brandhorst, Director; ERIC Processing & Reference Facility; 4833 Rugby Avenue, Suite 303; Bethesda, MD 20014; 301/656-9723
Time: 6/27/80 - 6/28/80
Maximum Enrollment: 125
For: No specific target
Level: All
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Computer-assisted instruction; Lectures; Slides/Filmstrips
Descriptive Materials: Information not provided
Credit: No credit awarded
Recognition: Information not provided
Evaluation of Program: Internal system of evaluation
Fees: Registration not yet set
Person to Contact: Ted Brandhorst; ERIC Processing & Reference Facility; 4833 Rugby Avenue #303; Bethesda, MD 20014

**Bibliography
**Data Bases (including Construction)
**Indexing & Abstracting

## ILLINOIS

### REFERENCE AND BIBLIOGRAPHY

Objectives:

> A basic course in the selection and use of information sources; application of criteria for the evaluation of standard reference tools; introduction to reference work.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: R. Li; Professor; Same as above
Time: From 6/30/80 to 8/8/80; Meetings Tuesday and Friday; Contact hours (30); Offered each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures: Question and answer; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305; 312/366/2490ext. 234

## ILLINOIS

### REFERENCE SOURCES IN THE HUMANITIES

Objectives:

A survey of the library use and appraisal of bibliographies, reference, works, and selected titles in the fields constituting the humanities.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: T. Spahn; Associate Professor; Same as above
Time: From 1/16/80 to 5/8/80; Contact hours (30); Offered each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Reading Materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; River Forest, Illinois 60305; 312/366-2490 ext. 234

## ILLINOIS

### REFERENCE SOURCES IN THE SCIENCES

Objectives:

> Introduction to communication patterns and bibliographic control of information in the pure and applied sciences. Emphasis is on reference sources as they relate to user information needs, and on the identification and optimization of appropriate search techniques, both manual and automated.

At: Rosary College Graduate School of Library Science: 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: R. Davis; Associate Professor; Same as above
Time: From 6/30/80 to 8/8/80; Meetings Monday and Thursday; Contact hours (30); Offered each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussion; Lectures; Reading Materials
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305; 312/366-2490 ext. 234

## ILLINOIS

### REFERENCE SOURCES IN THE SOCIAL SCIENCES

Objectives:

A survey of the production, appraisal and use of reference works, and data bases, in the fields making up the social sciences.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: W. Brace; Associate Professor; Same as above
Time: From 6/30/80 to 8/8/80; Meeting Monday and Thursday; Contact hours (30); Offered each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Lectures
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Sciences; 7900 W. Division Street; River Forest, Illinois 60305; 312/366-2490 ext. 234

## REFERENCE

### PENNSYLVANIA

### ENVIRONMENTAL INFORMATION RESOURCES

Objectives:

> The workshop will provide an intensive introduction to various sources of information on energy and related topics. Participants will be introduced to on-line searching of computerized energy databases.

At: Drexel University; Philadelphia, Pennsylvania 19104
Sponsor(s): Drexel University School of Library and Information Science; 32nd & Chestnut Streets; Philadelphia, Pennsylvania 19104; 215/895-2474
Teacher/Leader: K. Subramanyam, Ph.D.; Same as above
Time: February 8, 1980; Contact hours (7); Total hours (7); Program has been offered before
For: Librarians with MLS or more; Middle Managers; Technical information specialists; Executives
Level: Intermediate
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Seminar Tutorial; Workshop
Supportive Methods: Computer-assisted instruction; Discussions; Lectures; Overhead projection; Panel presentation; Reading materials
Credit: Credit/No Credit (Pass/Fail) option
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition $55
Person to Contact: Drexel University; Office of Continuing Professional Education: Same as above

# REFERENCE

## TEXAS

### REFERENCE INTERVIEW WORKSHOP "WHAT DO YOU SAY AFTER YOU SAY HELLO?"

Objectives:

- --to provide participants with a better understanding of the communication process
- --to relate the process to the library setting
- --to improve skills in verbal and nonverbal communication through lecture, discussion and practice sessions
- --to establish guidelines for making the reference interview more productive

At: Houston, Arlington & Austin Public Libraries
Sponsor(s): Library Development Division; Texas State Library; Box 12927; Capitol Station; Austin, Texas 78711; 512/475-4110
Teacher/Leader: Margaret Irby Nichols, Associate Professor NTSU; North Texas State University; Denton, TX
Time: Information not provided
Maximum Enrollment: 80
For: Reference
Level: Basic or beginner; Intermediate
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Workshop
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: None
Person to Contact: Syd Popinsky; Texas State Library; Box 12927; Capitol Station; Austin, Texas 78711; 512/475-4110

# RESEARCH

## NORTH CAROLINA

### MINNESOTA WORKSHOP ON RESEARCH

Objectives:

Information not provided.

At: North Carolina Central University; School of Library Science; Durham, N.C. 27707
Sponsor(s): Information not provided
Teacher/Leader: From Library School, University of Minnesota
Time: 5/28/80 - 5/31/80; Meeting daily
Maximum Enrollment: 50
For: Librarians with MLS or more
Level: Information not provided
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Cassettes/Tapes; Classroom Presentation
Supportive Methods: Audio tapes or cassettes; Lectures; Overhead projection
Descriptive Materials: Descriptive information not yet available
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Undecided
Person to Contact: Dean Annette L. Phinazee; School of Library Science; North Carolina Central University; Durham, North Carolina 27707; 919/683-6024

**Cataloging & Classification
**Indexing & Abstracting

# SCHOOL/MEDIA LIBRARIANSHIP

## COLORADO

### MEDIA EQUIPMENT MANAGEMENT

Objectives:

Participants will gain expertise in all phases of media equipment management in support of their total educational communication program. Areas covered will include program analysis, inventory, equipment selection, dealer selection, budgeting, bidding, maintenance supervision, and inservice training activities.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208
Sponsor(s): Same as above; 303/753-2557
Teacher/Leader: Gene Waldmann, Ed. D., Professor/Media Consultant/Coordinator for Public School Program; University of Colorado; Boulder, CO
Time: 6/30/80 - 7/4/80; Meeting daily; Contact hours (4 per day); Variable student preparation time; Offered annually; First offered 1976 - 3 times
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Classroom Teachers
Level: Basic or beginner; Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Tutorial; Workshop
Supportive Methods: Discussions; Lectures; Overhead projection; Question-and-answer; Reading materials
Descriptive Materials: Information not provided
Credit: Graduate Credit (2); Continuing Education Units (2); No credit awarded
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: Not determined as yet
Person to Contact: James K. Foyle, Assistant Professor; Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208; 303/753-2557
**Administration & Management
**Budgeting & Finance
**Public
**Needs Assessment
**Selection & Acquisition of Library Materials

# SCHOOL/MEDIA LIBRARIANSHIP

## COLORADO

### SYSTEMATIC STRATEGIES FOR PLANNING, COMMUNICATING AND EVALUATING SCHOOL MEDIA PROGRAMS

Objectives:

To provide practicing media staff with:

--the knowledge and skills necessary to plan, communicate, evaluate and justify media programs to building and district level administrators.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208
Sponsor(s): Same as above; 303/753-2557
Teacher/Leader: James W. Liesener; University of Maryland; College of Library and Information Services; College Park, Maryland 20742; 301/454-5944
Time: 6/16/80 - 6/21/80; Meeting daily; Contact hours (7 1/2 per day); Student preparation time (12 per month for 3 months); New Program
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Intermediate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Library or media specialist certification courses
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Case study materials; Discussions; Laboratory work; Lectures; Personalized system of instruction
Descriptive Materials: Participants will use the processes and techniques for data analysis as presented in A Systematic Process for Planning Media Programs by Dr. Liesener. Instructional and practicum sessions will enable participants to apply the planning techniques to their own programs using pre-collected data.
Credit: Graduate Credit (4); Continuing Education Units (4); No credit awarded
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: To be announced

Person to Contact: James K. Foyle, Assistant Professor; GSLIM; University of Denver; Denver, CO 80208; 303/753-2557

**Media: Design & Production

# SCHOOL/MEDIA LIBRARIANSHIP

## COLORADO

## TELEVISION AND THE LIBRARY

Objectives:

> Participants will learn about the full range of television possibilities--commercial and public broadcasts, CATV and closed circuit, reel and cassette video tapes, and video discs--in relation to school and public library programs.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, CO
Sponsor(s): Same as above; 303/753-2557
Teacher/Leader: Gene Waldmann, Ed. D., Professor 1, Media Consultant/Coordinator for Public School Programs; University of Colorado; Boulder, CO
Time: 6/23/80 - 6/27/80; Meeting daily; Contact hours (4 per day); Variable student preparation time; Variable total hours; Offered annually; First offered Summer '78 - 2 times
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Teachers
Level: Basic or beginner; Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Type of Delivery System: Classroom Presentation; Television or Television/Classroom
Supportive Methods: Discussions; Lectures; Question-and-answer; Reading materials; Television; Video tapes
Descriptive Materials: Information not provided
Credit: Graduate Credit (2); Continuing Education Units (2); No credit awarded
Recognition: Grade; Certificate
Evaluation of Program: By participants
Fees: To be determined
Person to Contact: James K. Foyle, Assistant Professor; GSLIM; University of Denver; Denver, CO 80208; 303/753-2557

**Communications
**Public
**Media: Design & Production

# SCHOOL/MEDIA LIBRARIANSHIP

## ILLINOIS

## INSTRUCTIONAL APPLICATIONS OF MICROCOMPUTERS

Objectives:

CIM 498N - Instructional Applications of Microcomputers
Upon successful completion of this course, participants will be able to:

1. Identify how a microcomputer can be employed for drill and practice, simulation, modeling, problem solving and tutorial instructional applications.
2. Select microcomputer system(s) to accomplish desired instructional goals.
3. Modify existing microcomputer software programs.
4. Evaluate the instructional design of commercially prepared microcomputer software programs.
5. Operate at least two different microcomputer systems involving cassette and minifloppy based media.
6. Analyze the contents of selected journals now publishing articles on microcomputers.

At: Southern Illinois University; College of Education; Carbondale, Illinois 62901
Sponsor(s): Same as above
Teacher/Leader: Dr. Pierre P. Barrette, Assistant Professor of Information Science; Southern Illinois University; Dept. Curr. Inst. & Media, Col. of Education; Carbondale, IL 62901; 618/453-5765
Time: 6/9/80 - 6/20/80; Meeting Daily; Contact hours (3 per day); Student preparation (3 per day); Total hours (25-40); Offered on demand by developer/instructor; First offered 1980;
Maximum Enrollment: 20
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Media Specialists
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Type of Delivery System: Cassettes/Tapes; Classroom Presentation; Workshop
Supportive Methods: Computer-assisted instruction; Diagnostic tests; Films; Games; Laboratory work; Overhead projection; Question-and-answer; Reading materials; Simulation methods; Slides/Filmstrips

Descriptive Materials: This is an introduction to the use of microcomputers in instructional settings. Hands on experience with at least two different microcomputer systems will occur. No previous experience with computers or computer programming is needed.

Credit: Graduate Credit (3)

Recognition: Grade

Evaluation of Program: Internal system of evaluation

Fees: \$72.00 + \$69.41 IL residents; \$216.00 + \$69.41 nonresidents

Person to Contact: Dr. Pierre P. Barrette; Dept. Curr. Inst. & Media; Col. of Education; Southern Illinois University; Carbondale, IL 62901; 618/453-5765

**Automation & Data Processing
**Continuing Education
**Education for Librarianship

## SCHOOL/MEDIA LIBRARIANSHIP

### ILLINOIS

### SCHOOL MEDIA ADMINISTRATION

Objectives:

Functions of the materials center in the total school program, including the administrative approach to techniques and services.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: E. Noonan; Associate Professor; Same as above
Time: From 1/16/80 to 5/8/80; Meeting weekly; Contact hours (30); Offered annually
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Overhead projection; Reading materials; Slides/Filmstrips; Tests
Credit: Grade Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305; 312/366-2490 ext. 234

# SCHOOL/MEDIA LIBRARIANSHIP

## INDIANA

### CURRENT TRENDS IN SCHOOL AUDIOVISUAL PROGRAMS

Objectives:

1. Enumerate the responsibilities of the school audiovisual program, the regional audiovisual program, and the state audiovisual program, and how they relate to each other.
2. Describe the duties and roles of professional staff members and support staff and to compare the responsibilities of the district audiovisual staff and the school audiovisual staff.
3. State guiding principles and recognize trends as they relate to the following aspects of the operation of audiovisual programs: planning, budget, purchasing, production, access and delivery systems, maintenance, public information, and program evaluation.
4. To formulate policies and procedures for the selection examination, and evaluation of audiovisual materials at the school and district levels and to cite quantitative and qualitative criteria which support such policies.
5. The specify the facilities needed at the school and district levels to support and enhance audiovisual program activities.

At: Ball State University; Department of Library Science; 2000 University Avenue; Muncie, IN 47306
Sponsor(s): Same as above
Teacher/Leader: Dr. George T. Yeamans and representatives from audiovisual industry, Professor of Lib. Sci.; Ball State University; Dept. of Library Science; Muncie, IN 47306; 317/285-4326
Time: 7/21/80 - 8/1/80; Meeting daily; Contact hours (20 per week); Offered 7/21/80 - 8/1/80
Maximum Enrollment: 25
For: Media Specialists
Level: Advanced
Enrollment Requirements: BA/BS Degree
Type of Delivery System: Workshop
Supportive Methods: Various

Descriptive Materials: July 21 - Aug. 1, 1980 LIB 598 Current Trends in School Audiovisual Programs (Workshop) 4 credit hours. The workshop provides opportunities to graduate students to update themselves in various aspects of the audiovisual field. New audio, video, projection, photographic, and graphics equipment and techniques will be demonstrated. Creative ideas for updated displays and promotional materials will be explored. Latest methods of maintaining and repairing hardware and software will be included. "Hands-on" experience will be provided. Staff: Dr. George T. Yeamans, Professor of Library Science, and representatives from the audiovisual industry.

Credit: Graduate Credit (4)

Recognition: Information not provided

Evaluation of Program: Information not provided

Fees: Information not provided

Person to Contact: Chairman, Department of Library Science; Ball State University; Muncie, IN 47306; 317/285-7180

## SCHOOL/MEDIA LIBRARIANSHIP

### MARYLAND

### LBSC 488B PROGRAMS FOR LIBRARY MEDIA INSTRUCTION

Objectives:

- --demonstrate familiarity with the philosophy, rationale, and evaluation of library instruction
- --examine and evaluate library instruction programs
- --design and field test library instruction units.

At: College of Library and Information Services; University of Maryland; College Park, MD 20742
Sponsor(s): Same as above; 301/454-6002
Teacher/Leader: James W. Liesener & Paul F. G. Keller, Full-Time Faculty; College of Library & Information Services; Address same as above
Time: 7/1/80 - 7/12/80; Meeting M-T-W-Th and Saturday, July 12; Contact hours (30 per course); Student preparation time (30 per course); Offered on demand by developer/instructor (Summers); First offered 1980; Never offered before
Maximum Enrollment: 20
For: Information not provided
Level: Working School/Library Media Professionals
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Workshop
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials; Slides/Filmstrips; Team teaching; Video tapes
Descriptive Materials: A critical examination of the rationale, content and processes of school library instruction programs. Examples of instructional programs will be analyzed from a variety of perspectives, including: research in cognitive development, changing attitudes in information dissemination and use, developments in information systems and products, search strategies and information-seeking behavior, models of instructional development, and the role of media and technology. Based on these considerations, students will formulate a plan for the development and evaluation of an effective and substantive library instruction program.
Credit: Graduate Credit (2); Undergraduate Credit (2); Units used: Semester hours

Recognition: Grade
Evaluation of Program: By participants
Fees: Grad. Credit MD Resident $121; Grad. Credit Non-Resident $211; Undergrad. Credit MD Resident $89; Undergrad. Credit Non-Resident $103
Person to Contact: The teachers; 301/454-6002

**Evaluation (Techniques & Methods)
**Children
**User Orientation & Education

## SCHOOL/MEDIA LIBRARIANSHIP

MISSOURI

### INTEGRATION AND UTILIZATION OF LIBRARY LEARNING MATERIALS

Objectives:

Identify the taxonomy of educational objectives.
Identify the role of Library/media specialist in planning activites to meet educational objectives.
Identify questioning techniques.
Use questioning techniques effectively.
Recognize and form generalizations when given particulars.
Recognize relationship between integrated and intergrative activity.

At: Central Missouri State University; Warrensburg, Missouri 64093
Sponsors(s): Central Missouri State University Department of Library Science and Instructional Technology; Warrensburg, Missouri 64093; 816/429-4835
Teacher/Leader: Dr. Bette L. Cooke, Head of Department; CMSU Warrensburg, Missouri 64093; 816/429-4835
Time: 8 days; 3/14/80 - 3/15/80; 3/28/80 - 3/29/80; 4/18/80 - 4/19/80; 5/2/80 - 5/3/80; Contact hours (48); Student preparation time (150); Application deadline, March 7, 1980
Maximum Enrollment: 80
For: Librarians with MLS or more; Operating Librarians without MLS; Administrators; Media Specialists
Level: Advanced
Enrollment Requirements: BA/BS Degree
Type of Delivery System: Classroom Presentation
Supportive Methods: Case study materials; Discussions; Films; Games; Laboratory work; Lectures; Overhead projection; Panel presentations; Problem sets and exercises; Question-and-answer; Reading materials; Role-playing; Simulation methods; Slides/Filmstrips; Tests
Descriptive Materials: Information not provided
Credit: Graduate Credit (3)
Recognition: None
Evaluation of Program: Internal system of evaluation; By participants
Fees: Tuition & Food $121.50; Lodging $24.00-$36.00; Single living accommodations available on campus

Person to Contact: School of Continuing Education; CMSU; Warrensburg, MO 64093; 816/429-4676

**Children
**Young Adults

# SCHOOL/MEDIA LIBRARIANSHIP

## NEW JERSEY

### 611:589(30) EXEMPLARY SCHOOL MEDIA SERVICE PROGRAMS

Objectives:

Participants will be able to develop and implement a model program of activities and services for their media centers.

At: Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Arabelle Pennypacker, District Supervisor; Library Media Services; Lenape Regional High School District
Time: 7/15/80 - 7/24/80; Meeting Biweekly (T-Th); Contact hours (20); Offered annually; First offered Summer 1979 - 1 time
Maximum Enrollment: 20
For: Operating Librarians without MLS; Media Specialists
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Discussions; Lectures; Reading materials; Video tapes
Descriptive Materials: Information not provided
Credit: Graduate Credit (1.5); Credit toward Post-MLS Certificate (1.5); 1.5 credits/20 contact hours
Recognition: Grade
Evaluation of Program: By participants
Fees: $75 N.J. resident; $105 non-resident; $26.25 student fee
Person to Contact: Jana Varley's; Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903; 201/932-7169

**Children
**Young Adults

## SCHOOL/MEDIA LIBRARIANSHIP

NEW JERSEY

### 611:589(20) SEMINAR IN SCHOOL AND PUBLIC LIBRARY COOPERATION

Objectives:

An intensive examination of the various patterns for school and public library cooperation in the areas of staff development, facilities, program planning, and collection development. Ideally, school and public librarians from the same district will participate and develop a practical plan for improved cooperation.

At: Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Dr. Esther Dyer, Assistant Professor; Rutgers GSLIS
Time: 7/7/80 - 7/11/80; Meets M, T, Th, F; Contact hours (20); Offered on demand by developer/instructor; First offered Summer 1980
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists
Level: Advanced
Enrollment Requirements: MLS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Seminar
Supportive Methods: Discussions; Lectures
Descriptive Materials: Information not provided
Credit: Graduate Credit (1.5); Credit toward Post-MLS Certificate (1.5); 1.5 credits/20 contact hours
Recognition: Grade
Evaluation of Program: By participants
Fees: $75 N.J. resident; $105 non-resident; $26.25 student fee
Person to Contact: Jana Varley's; Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903; 201/932-7169

**Children
**Young Adults

# SCHOOL/MEDIA LIBRARIANSHIP

## PENNSYLVANIA

### L.S.455/576 LEGISLATION, FUNDING, AND EDUCATIONAL OPERATIONS FOR SCHOOL LIBRARY MEDIA SPECIALIST

Objectives:

To inform school library media specialists about the legislative process at the state and federal levels, about the operations of the Federal educational bureaucracy, about the availability of Federal funds for school library media programs, and about writing proposals to secure Federal monies. The school library media specialist will be able to work effectively with professional associations to influence legislation, will be able to describe the operation of the Federal educational pattern, and will be able to write proposals for Federal funds.

At: Clarion State College; School of Library Science; Carlson Library; Clarion, PA 16214
Sponsor(s): Same as above
Teacher/Leader: Jack R. Luskay, Assistant Professor; Clarion State College; Clarion, PA 16214; 814/226-2272
Time: 1/16/80 - 5/10/80 (Weekends to be announced); Meeting 3 weekends; Contact hours (12 per weekend); Approximate student preparation (8 per weekend); Total (66-70); Offered Clarion, PA; Program never offered
Maximum Enrollment: 30
For: Library Technicians; Operating Librarians without MLS; Media Specialists
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: None
Type of Delivery System: Workshop
Supportive Methods: Audio tapes or cassettes; Case study materials; Discussions; Lectures; Overhead projection; Panel presentations; Question-and-answer; Reading materials; Role-playing; Simulation methods
Descriptive Materials: Information not provided
Credit: Graduate Credit (3); Undergraduate Credit (3); Audit (0)
Recognition: Grade
Evaluation of Program: By participants

Fees: $51.00/credit graduate
Person to Contact: Elizabeth A. Rupert, Dean; School of Library Science; Clarion State College; Clarion, PA 16214; 814/226-2271

**Governmental Relations Pertinent to Libraries

# SELECTION AND ACQUISITION OF LIBRARY MATERIALS

## ILLINOIS

### SELECTION AND ACQUISITION OF MATERIALS

Objectives:

Principles of selection of library materials; analysis and evaluation of review media; publishing; and book industry; acquisition procedures.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305
Sponsor(s): Same as above; 312/366-2490 ext. 234
Teacher/Leader: T. Spahn; Associate Professor; Same as above:
Time: From 6/30/80 to 8/8/80; Meetings Tuesday and Friday; Contact hours (30); Offered each semester
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading materials; Tests
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, Illinois 60305; 312/366-2490 ext. 234

## SPECIAL LIBRARIANSHIP

### NEW JERSEY

### 611:589 RESEARCH AND DEVELOPMENT DOCUMENT MANAGEMENT

Objectives:

> Students will be able to relate R&D document management techniques to policies relating to retention requirements, government regulations, etc. Methods of collecting, organizing, and accessing a wide variety of R&D materials will be examined.

At: Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Claire McDonnell, Director, INFO. SUCS.; Johnson & Johnson
Time: 9/80 - 12/80; Meeting weekly; Contact hours (40); First offered Fall 1980
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS; Technical Information Specialists; Information Science Specialists
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Information not provided
Descriptive Materials: Information not provided
Credit: Graduate Credit (3); Credit toward Post-MLS Certificate (3); 3 credits/40 contact hours
Recognition: Grade
Evaluation of Program: By participants
Fees: $50/credit - N.J. resident; $70/credit - non-resident; $26.25 student fee
Person to Contact: Jana Varley's; Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903; 201/932-7169

**Administration & Management

## STORYTELLING

### NEW YORK

### 16th ANNUAL STORYTELLING INSTITUTE

Objectives:

> The participants will listen to talks and demonstrations in the Folklore and Storytelling.

At: Hillwood Commons; C. W. Post Center; Long Island University; Greenvale, N.Y. 11548
Sponsor(s): Palmer Graduate Library School; C. W. Post Center; Greenvale, N.Y. 11548; 516/299-2855/6
Teacher/Leader: Diana L. Spirt, Coordinator, Professor; Same as above
Time: 5/24/80; Contact hours (approx. 6); Offered annually; First offered Spring 1963 - 15 times
Maximum Enrollment: 350
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Students; English Teachers
Level: Information not provided
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Institute; Workshop
Supportive Methods: Discussions-Book; Lectures; Overhead projection; Reading materials; Simulation methods
Descriptive Materials: Information not provided
Credit: No credit awarded
Recognition: Information not provided
Evaluation of Program: No evaluation
Fees: Tuition $10.00
Person to Contact: Bette Vander Werf, Admin. Ass't. to the Dean; Graduate Library School; C.W. Post Center; Greenvale, N.Y. 11548; 516/299-2855

## SYSTEMS ANALYSIS

### DISTRICT OF COLUMBIA

### LIBRARY SYSTEMS ANALYSIS

Objectives:

The objectives of this course include:

- --analyzing libraries and their components as interrelated subsystems in terms of their objectives,
- --utilizing systems analysis techniques to evaluate and design improved library and information services,
- --analyze libraries as systems with interrelated subsystems,
- --analyze a subsystem and evaluate it in terms of efficiency and effectiveness by applying appropriate systems analysis techniques,
- --describe the entire system development process with emphasis on the analytical phase of it,
- --conduct a practical but limited systems study.

At: The Catholic University of America; Graduate Department of Library and Information Science; Washington, D.C. 20064; 202/635-5085
Sponsor(s): Same as above
Teacher/Leader: Dr. Raymond F. Vondran, Associate Chairman; GDLIS; The Catholic University of America; Same as above
Time: 12 days; 6/23 - 8/1/80; Contact hours (37.5); Student preparation hours (112.5); Total hours (150); Weekly; Application deadline is 12/1/79
Maximum Enrollment: 20
For: Librarians with MLS or more; Administrators; Middle managers; Technical Information Specialists; Information Science Specialists;
Level: Advanced
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Intermittent; Offered on a regular basis each year; Classroom Presentation
Supportive Methods: Case study materials; Discussions; Reading materials
Descriptive Materials: Catalog; Syllabus

Credit: Audit (0); Graduate credit (3); Credit toward Post-MLS certificate (3)

Recognition: Grade

Evaluation of Program: By participants

Fees: Tuition $100 per credit hour; board varies; living accommodations on campus available for singles

Person to Contact: Dr. Raymond F. Vondran, Associate Chairman; The Catholic University of America; Graduate Department of Library and Information Science; Washington, D.C. 20064; 202/635-5085

# TECHNICAL SERVICES

## MARYLAND

### SEMINAR IN TECHNICAL SERVICES

Objectives:

1. To acquire some insight into tasks to be accomplished; the role of the manager as well as those being managed; how to cope; how to minimize frustration inevitable in a working environment.
2. To acquire some familiarity with techniques and methods of technical service operation.
3. To gain some familiarity with the literature of the field; significant tools, and the organizations, associations, individuals most prominently connected with technical processing.
4. To become familiar with the current issues and problems in technical services.

At: Information not provided
Sponsor(s): University of Maryland; College Park, MD 20742
Leader/Teacher: Salvatore L. Costabile, Adjunct Lecturer; University of Maryland; College Park, MD
Time: Contact hours (3 per week); Participants meet weekly
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Library Technicians; Operating Librarians with MLS; Paraprofessionals; Middle Managers
Level: Intermediate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Seminar
Supportive Methods: Case study materials; Discussions; Field experience; Films; Games; Lectures; On-site visits; Overhead projection; Reading materials
Descriptive Materials: Syllabus
Credit: Audit; Graduate credit (3)
Recognition: Grade
Evaluation of Program: By participants
Fees: Tuition $60 per credit hour, MD resident; $111 nonresident

Person to Contact: Jean Dieperbrock; 301/454-3016

**Cataloging & Classification
**Selection & Acquisition of Library Materials
**Serials Control

# TRUSTEES

## ALABAMA

### ANNUAL TRUSTEE CONFERENCE

Objectives:

Upon successful completion of this conference, participants are expected to be able to:

--govern their public libraries in accord with local, state and federal laws,
--analyze/review a library budget,
--relate with and to local decision makers,
--develop library policies of service in cooperation with their librarians,
--train other board members in techniques of effective trusteeship

At: Auburn University, campus
Sponsor(s): Alabama Public Library Service; 6030 Monticello Drive; Montgomery, Alabama 36130; 205-277-7330; Auburn University Office of Continuing Education/Alabama Library Association Trustees and Friends Division and Public Library Division and Auburn University Dept. of Educational Media
Teacher/Leader: Dr. M. S. Matthews, Director of Continuing Education; Auburn University; Auburn, AL; 205/826-5100
Time: 2 days; from 2/29/80 - 3/1/80; contact hours (10); 1 hour of preparation time; participants meet daily; application deadline February 15, 1980
Maximum Enrollment: 100
For: Trustees
Level: Intermediate
Enrollment Requirements: Trustee of a public library
Prerequisite Coursework: Information not provided
Type of Delivery System: Continuous
Supportive Methods: Case study materials; Diagnostic tests; Discussions; Games; Lectures; Overhead projection; Problem sets and exercises
Descriptive Materials: Brochure; Proceedings
Credit: No credit
Recognition: Certificate; Public Acknowledgement (press releases, newsletters, banquets, etc.)

Evaluation of Program: By participants
Fees: None; living accommodations available off campus for single and couples
Person to Contact: Bill Crowley, Continuing Education Consultant; Alabama Public Library Service; 6030 Monticello Drive; Montgomery, Alabama 36130; 205/277-7330

**Administration and Management
**Budgeting and Finance
**Communications

## NEW JERSEY

### ORIENTATION FOR NEW PUBLIC LIBRARY TRUSTEES

Objectives:

Understand the legal requirements of trusteeship in New Jersey.
Understand the New Jersey grants on aid programs for public libraries.

At: Not Yet Determined
Sponsor(s): New Jersey State Library; 185 West State Street; Trenton, N.J. 08625; 609/292-6259
Teacher/Leader: Selma P. Kessler, Assistant Coordinator, State & Federal Public Library Sys.; New Jersey State Library; 185 West State Street; Trenton, N.J. 08625; 609/292-6259
Time: 1 day; Contact hours (5 per program); Total hours (5); Offered annually; First offered 1972 - 8 times
Maximum Enrollment: Information not provided
For: Trustees
Level: Basic or beginner
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Films; Lectures; Question-and-answer; Reading materials
Descriptive Materials: Information not provided
Credit: No credit awarded
Recognition: None
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Selma P. Kessler, Assistant Coordinator; State and Federal Public Library Services Program; 609/292-6259

## LOUISIANA

### LIBRARY INSTRUCTION FOR EVERYONE

Objectives:

- --To serve as a meeting ground for public, school, and academic librarians concerned with the instruction of library users,
- --To promote library instruction as an essential library service,
- --To contribute to the education and training of librarians for library instruction,
- --To improve participants' skills in designing, implementing and evaluating library instruction programs,
- --To provide a forum for discussion of activities, programs, and problems of instruction in all types of libraries,
- --To increase awareness of existing library instruction materials and programs.

At: University of Southwestern Louisiana; Conference Center; Lafayette, LA
Sponsor(s): JMRT/CE Committee; Louisiana Library Association; P.O. Box 131; Baton Rouge, LA 70821; 504/342-4928
Teacher/Leader: Susan Varca, Reference Librarian; Southeastern Louisiana University; P.O. Drawer 896; Hammond, LA 70402; 504/549-2027
Time: 3/25/80 - 3/25/80; Meets 1 day; Contact hours (6+); Total hours (6+); First time offered
Maximum Enrollment: 80
For: Librarians with MLS or more
Level: Basic or beginner
Enrollment Requirements: MLS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Workshop
Supportive Methods: Audio tapes or cassettes; Computer-assisted instruction; Discussions; Lectures; Panel presentations; Question-and-answer; Slides/Filmstrips
Descriptive Materials: A library instruction fair will be held in conjunction with the workshop. It will include a variety of materials used in educating the library patron.
Credit: Continuing Education Units (5)
Recognition: Certificate

Evaluation of Program: By participants
Fees: $36.00 tuition
Person to Contact: Susan Varca; P.O. Drawer 896; Hammond, LA 70402; 504/549-2027

MICHIGAN

## INNOVATIVE DESIGNS FOR THE BIBLIOGRAPHIC INSTRUCTION LECTURE

Objectives:

The instructors will describe and illustrate effective ways of organzing a BI lecture around research concepts rather than specific titles. Topics will include question analysis, type-of-tool recognition, search strategy design, descipline growth and parallel bibliographic structure, type-of-tool focus, and discipline-specific emphasis. Following each presentation, participants will complete a brief exercise based on the technique. Small group discussions led by the instructors will permit more thorough consideration of the approaches and their application to various situations and groups. The instructors will be available later for individual consultation. Participants are encouraged to bring along sample lecture outlines or handouts about which they would like to confer.

At: Michigan League; University of Michigan; Ann Arbor, MI
Sponsor(s): University of Michigan; School of Library Science and University Extension Service
Teacher/Leader: Anne K. Beaubien, Mary W. George, Sharon A. Hogan; Bibliographic Instructors; University of Michigan Graduate Library; Instructors, School of Library Science; University of Michigan
Time: Tuesday, 2/26/80, 9:00 - 5:00
Maximum Enrollment: 50
For. Practicing librarians who are either currently providing bibliographic instruction lectures or who expect to be doing so within a year
Level: Information not provided
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Information not provided
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Application has been made for the granting of CONTINUING EDUCATION UNITS (CEUs) for participation in this workshop. The CEU is the nationally recognized means for the certification of continuing education experiences

Recognition: Information not provided
Evaluation of Program: Information not provided
Fees: Information not provided
Person to Contact: Joan C. Durrance, Coordinator of Continuing Education; School of Library Science; University of Michigan; Ann Arbor, MI 48109; 313/763-1569

MICHIGAN

## ANNUAL NATIONAL CONFERENCE ON LIBRARY ORIENTATION/INSTRUCTION FOR ACADEMIC LIBRARIES

Objectives:

- --To provide annual format on theoretical applications of library instruction,
- --To introduce current trends in instruction with higher education implications,
- --To correlate trends in higher education with bibliographic instruction programs on academic library level,
- --To improve competence in techniques in planning production and assessment of instruction materials to complement campus courses,
- --To provide a cumulative national review of bibliographic instruction activity.

At: Eastern Michigan University; McKenny Union; Ypsilanti, MI 48197.
Sponsor(s): LOEX (Library Instruction Clearinghouse); Same as above
Teacher/Leader: Coordinator: Carolyn Kirkendall, Director; LOEX Exchange; Eastern Michigan University; Ypsilanti, MI 48197; 487-0168
Time: 5-8,9-80; Meeting daily; Contact hours (10 per 2 days); Approximate hours of student preparation (0); Total hours (20); Offered annually; Commercially-published proceedings; First offered 1971 - 10 times
Maximum Enrollment: 200
For: Librarians with MLS or more; Library Users; Faculty
Level: Basic or beginner; Intermediate; Advanced; Presentations and group discussions geared to all levels
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation; Formal Speeches
Supportive Methods: Audio tapes or cassettes; Discussions; Laboratory work; Lectures; Overhead projection; Panel presentations; Problem sets and exercises; Question-and-answer; Reading materials; Slides/Filmstrips; Video tapes

Descriptive Materials: Information not provided
Credit: Continuing Education Units (1)
Recognition: Certificate
Evaluation of Program: Internal system of evaluation; By participants
Fees: Tuition $90
Person to Contact: Project LOEX; Carolyn Kirkendall; Eastern Michigan University; Center of Educational Resources; Ypsilanti, MI 48197

**Academic

## NEW JERSEY

### 611:589 (16) BIBLIOGRAPHIC INSTRUCTION

Objectives:

Library orientation, user education, bibliographic instruction--all these names are applied to services which are being approached in innovative ways in libraries of all types. New ways of helping people use libraries and library materials will be explored. Philosophical as well as practical approaches will serve as the basis of discussion in this course.

At: Rutgers Graduate School of Library & Information Studies; 4 Huntington; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Patricia Rom
Time: Spring semester; Contact hours (40); Participants meet weekly for 16 weeks
Maximum Enrollment: Information not provided
For: Librarians with MLS or more (20); Operating Librarians without MLS
Level: Information not provided
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: Information not provided
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate Credit; Credit toward Post-MLS Certificate (3)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $150 for N.J. residents; $210 for non-residents; $26.25
Person to Contact: Director, Professional Development; 201/932-7169

## PENNSYLVANIA

### TEACHING THE LIBRARY USER ADVANCED TECHNIQUES

Objectives:

> The workshop will present information on better ways to manage, produce and evaluate instruction programs and provide an opportunity for participants to share experiences.

At: Drexel University; 32nd & Chestnut Streets; Philadelphia, PA 19104
Sponsor(s): The School of Library & Information Science; Same as above
Teacher/Leader: Dr. John Hall, Assistant Professor of Library Science; Drexel University; 32nd & Chestnut Streets; Philadelphia, PA 19104; 215/895-2482
Time: 3/7/80; Total hours (7); Offered on a regular basis
Maximum Enrollment: Information not provided
For: Librarians with MLS or more
Level: Basic or beginner
Enrollment Requirements: None
Type of Delivery System: Classroom Presentation
Supportive Methods: Information not provided
Descriptive Materials: Information not provided
Credit: No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: Tuition - $55
Person to Contact: Drexel University; Office of Continuing Education; 32nd & Chestnut Streets; Philadelphia, PA 19104; 215/895/2156

## PENNSYLVANIA

### VIDEO IN THE PUBLIC LIBRARIES

Objectives:

- --Explore the potential for videotapes and videodiscs in the library
- --Expose participants to ideas to help them make better use of the equipment they have
- --Introduce to upcoming technology

At: Not finalized
Sponsor(s): State Library of Pennsylvania; Bureau of Library Development; Box 1601; Harrisburg, PA 17126; 717/787-8007
Teacher/Leader: Not finalized
Time: Span of program not finalized; 1 two-day workshop
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Library Technicians; Paraprofessionals; Administrators; Middle managers; Film Librarians
Level: Basic; Intermediate
Enrollment Requirements: Information not provided
Prerequisite Coursework: Information not provided
Type of Delivery System: Cassettes/Tapes; Classroom Presentation; Television or Television/Classroom
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Panel presentations; Question-and-answer; Television; Video tapes
Descriptive Materials: Not finalized
Credit: No credit awarded
Recognition: Public Acknowledgement (press release, newsletter, banquet, etc.)
Evaluation of Program: Internal system of evaluation; By participants
Fees: None
Person to Contact: Atauar Faruquee, Training Coordinator; State Library of Pennsylvania, Bureau of Library Development; Box 1601; Harrisburg, PA 17126; 717/787-8007

**Educational Technology
**Media: Design & Production

## COLORADO

### TURN AROUND AND FACE THE 80'S - PROGRAMMING FOR YOUNG ADULTS - FOURTH ANNUAL YOUNG ADULT INSTITUTE

Objectives:

> To help librarians, teachers, counselors, school and public library personnel to understand importance and use of programming for young adults and the communication variables in such programming for learning needs.

At: Graduate School of Librarianship and Information Management; University of Denver; Denver, Colorado 80208
Sponsor(s): Same as above
Teacher/Leader: James E. Nichols, Assistant Professor, Director; Graduate School of Librarianship & Information Management; University of Denver; Denver, Colorado 80208; 303/753-2557
Time: 4/11/80 - 4/12/80; Meets Friday & Saturday; Contact hours (7 1/2 per day); Approximate student preparation (readings prior to); Total hours (15); Offered annually; First offered 1977 - 3 times
Maximum Enrollment: 150
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessionals; Administrators; Library Users; Media Specialists; Teachers; Counselors; School
Level: Intermediate; Advanced
Enrollment Requirements: None
Prerequisite Coursework: None
Type of Delivery System: Institute
Supportive Methods: Audio tapes or cassettes; Case study materials; Discussions; Films; Lectures; Panel presentations; Question-and-answer; Reading materials; Video tapes; Story telling; Readers theater
Descriptive Materials: Brochure attached
Credit: Continuing Education; No credit awarded
Recognition: Certificate
Evaluation of Program: By participants
Fees: $25.00/$30.00
Person to Contact: James E. Nichols; Graduate School of Librarianship and Information Management; University of Denver; Denver, CO 80208; 303/753-2557
**Public
**School/Media

# YOUNG ADULTS, MATERIALS AND SERVICES FOR

## ILLINOIS

### FIFTH ANNUAL INSTITUTE - LITERATURE FOR THE ADOLESCENT: ISSUES AND CONCERNS

Objectives:

- --analyze current literature for the adolescent in terms of literary quality and relevance.
- --analyze current films, filmstrips for the adolescent in terms of quality and relevance.
- --consider intellectual freedom in evaluation of what is "appropriate" literature for adolescents.
- --synthesize the viewpoints of philosopher, sociologist, psychologist, author/parent analyzing "appropriateness."

At: Wham Education Building; Southern Illinois University; Carbondale, IL 62901
Sponsor(s): Dept. of Curriculum Instruction and Media; Same as above
Teacher/Leader: Margaret Mathias/Dorothy Cox, Assistant Professor Children's Lit., Assistant Professor Ed Media
Time: 6/1 - 6/6; Meeting daily; Contact hours 32 during 7 days of conference; Approximate hours 15 prior to the institute; Total hours 10 post-institute; 57 hours; Offered annually (with different topics); Circuit has been offered in Springfield, Illinois; First offered 1975 - 4 prior to '80
Maximum Enrollment: 75
For: Librarians with MLS or more; Operating Librarians without MLS; Paraprofessionals; Library Users; Media Specialists
Level: The course is allowed for graduate or undergraduate credit-persons may attend without taking any college credit at all
Enrollment Requirements: None
Prerequisite Coursework: Information not provided
Type of Delivery System: Institute; Guest Speakers; Panel Discussions; Seminars; Film Festival
Supportive Methods: Audio tapes or cassettes; Discussions; Films; Lectures; Panel presentations; Question-and-answer; Reading materials; Slides/Filmstrips; Telephone (possibly) (conference calls)

Descriptive Materials: Brochure; Attached you will find a copy of a previous institute's format. Our goal is always to bring together librarian, teacher, parent and producers of media for children in an exploration of a specific topic. This year's topic will be adolescent literature - issues and concerns. Still in the planning stages, we are attempting to bring to campus such names as Blume, Kerr, Courmier. We have no confirmations at this time.

Credit: Graduate Credit (2); Undergraduate Credit (2); Audit; Continuing Education Units

Recognition: Grade

Evaluation of Program: By participants; By an expert

Fees: $22 per semester hr - residents; $66 per semester hr - non-residents; Other fees $65

Person to Contact: Jeanne Bortz; Division of Continuing Education; Southern Illinois University; Carbondale, Illinois 62901; 618/536-7751

**Education for Librarianship
**Public
**Children

## YOUNG ADULTS, MATERIALS AND SERVICES FOR

### ILLINOIS

LIB SCI. 326 READING OF ADOLESCENTS

Objectives:

> A survey of the reading patterns of adolescents, development of criteria for evaluation, analysis, and use of materials in reading guidance, and the study of significant investigations and trends in the field young people's reading.

At: Graduate Library School; University of Chicago; 1100 E. 57th Street; Chicago, Illinois 60637
Sponsor(s): Same as above
Teacher/Leader: Zena Sutherland, Associate Professor; Graduate Library School; University of Chicago; 1100 E. 57th Street; Chicago, Illinois 60637
Time: 6/23/80 - 8/22/80; Meeting weekly T-Th; Contact hours 1 hr. 40 min., per meeting; Offered annually; First offered 1945 - 35 times
Maximum Enrollment: 20 (approximate)
For: Librarians with MLS or more; Library Technicians; Operating Librarians without MLS
Level: Basic or beginner
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Information not provided
Descriptive Materials: Information not provided
Credit: Graduate Credit; Units used 5 quar. hrs. or 3 1/3 sem. hrs.
Recognition: Information not provided
Evaluation of Program: By participants
Fees: $441 - tuition
Person to Contact: Dean of Students; Graduate Library School; University of Chicago; 1100 E. 57th Street; Chicago, IL 60637; 312/753-3481

**School/Media
**Children

## ILLINOIS

### LIBRARY MATERIALS FOR YOUNG ADULTS I

Objectives:

> Principles of selection, evaluation and use of all media for young adults in school and public libraries in the areas of the language arts, biography, art, music and film study will be covered. Attention will be given to curriculum trends in secondary schools. Emphasis on analysis of materials.

At: Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305
Sponsor(s): Same as above
Teacher/Leader: E. Noonan, Associate Professor; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305; 312/366-2490
Time: 6/30/80 - 8/8/80; Meetings held M-Th; Contact hours (30); Offered annually
Maximum Enrollment: Information not provided
For: Librarians with MLS or more; Operating Librarians without MLS
Level: Graduate
Enrollment Requirements: BA/BS Degree
Prerequisite Coursework: Information not provided
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Films; Lectures; Reading materials
Descriptive Materials: Information not provided
Credit: Graduate Credit (3)
Recognition: Grade
Evaluation of Program: Internal system of evaluation
Fees: $390 per course
Person to Contact: Sr. Lauretta McCusker, Dean; Rosary College Graduate School of Library Science; 7900 W. Division Street; River Forest, IL 60305; 312/366-2490 ext. 324

## MARYLAND

### LBSC 488C ADOLESCENT LITERATURE - 1 CREDIT

Objectives:

--understand current trends and issues especially censorship problems concerning adolescent literature in the 1970's.

At: University of Maryland; College of Library and Information Services; College Park, MD 20742
Sponsor(s): Same as above
Teacher/Leader: Dr. Shirley Fitzgibbons, Assistant Professor; University of Maryland, College of Library/Information Services; College Park, MD 20742; 301/454-5441
Time: 7/14 - 7/25; Meetings M, T, W, Th.; Contact Hours 2 per 4 days = 8 hrs. weekly; Approximate student preparation 4 hours per day; Offered on demand by developer/instructor summer 1980; First offered Summer 1980 - 1 time
Maximum Enrollment: 25
For: Librarians with MLS or more; Media Specialists; Public Librarians; MLS Students; Bachelors Students
Level: Intermediate
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Hopefully Chis. and Ya. Lit. - basic
Type of Delivery System: Classroom Presentation; Seminar; Speakers
Supportive Methods: Case study materials; Discussions; Lectures; Overhead projection; Reading materials; Speakers
Descriptive Materials: Information not provided
Credit: Graduate Credit (1); Undergraduate Credit (1); Variable Credit (possible)
Recognition: Grade
Evaluation of Program: Internal system of evaluation; By participants
Fees: Undergrad $48 MD residents, 53 non-residents; Grad $60 MD residents, $111 non-residents
Person to Contact: Jean Diepenbrock, Director of Admissions; College of Library and Information Services; University of Maryland; College Park, MD 20742; 301/454-3016

**Intellectual Freedom
**Public
**School/Media

## YOUNG ADULTS, MATERIALS AND SERVICES FOR

NEW JERSEY

611:589 BOOKTALKING

Objectives:

Students will gain experience in various booktalk methods aimed at adolescents in school and public library settings.

At: Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903
Sponsor(s): Same as above
Teacher/Leader: Mary K. Chelton, Assistant Professor; Rutgers GSLIS
Time: 7/7/80 - 7/11/80; Meeting daily; Contact hours (20); Offered on demand by developer/instructor; First offered Summer 1980
Maximum Enrollment: 15
For: Librarians with MLS or more; Operating Librarians without MLS; Media Specialists; Teachers
Level: Basic or beginner
Enrollment Requirements: MLS Degree; BA/BS Degree
Prerequisite Coursework: Materials for Adolescents or Working Knowledge of
Type of Delivery System: Classroom Presentation
Supportive Methods: Discussions; Lectures; Simulation methods; Video tapes
Descriptive Materials: Information not provided
Credit: Graduate Credit (1.5); Credit toward Post-MLS Certificate (1.5); 1.5 credits/20 contact hours
Recognition: Grade
Evaluation of Program: By participants
Fees: $75 N.J. resident; $105 non-resident; $26.25 student fee
Person to Contact: Jana Varley's; Graduate School of Library and Information Studies; Rutgers University; New Brunswick, N.J. 08903; 201/932-7169

**School/Media

## YOUNG ADULTS, MATERIALS AND SERVICES FOR

### NEW JERSEY

### 611:528 CURRENT TRENDS IN READING FOR YOUNG ADULTS

Objectives:

An advanced seminar for librarians or media specialists working with young adults in school or public libraries. Trends and issues in general interest reading materials for junior and senior high school age-levels will be analyzed. Selected current materials on popular subjects will be appraised and criteria for evaluation re-examined.

At: Varies
Sponsor(s): Rutgers Graduate School of Library & Information Studies, 4 Huntington, New Brunswick, N.J. 08903
Teacher/Leader: Ruth Rausen, Coordinator of Young Adult Services; N.Y. Public Library
Time: Spring or Fall; Contact hours (27); Participants meet weekly for ten weeks
Maximum Enrollment: Information not provided
For: Librarians with MLS or more (20); Operating Librarians without MLS
Level: Information not provided
Enrollment Requirements: MLS or permission of program director
Prerequisite Coursework: Information not provided
Type of Delivery System: Intermittent
Supportive Methods: Information not provided
Descriptive Materials: Brochure
Credit: Graduate credit; Certificate toward Post-MLS Cert. (2)
Recognition: Information not provided
Evaluation of Program: By participants
Fees: Tuition $100 for N.J. residents; $140 non-residents; Other fees $26.25
Person to Contact: Director; Professional Development; 201/932-7169

# SECTION II

## Guide to Geographical Location of Continuing Education Programs

The second section of this Directory contains a geographical index to providers of continuing education programs. The arrangement is alphabetically by state, and, within each state, alphabetically by name of sponsor.

Page references after each institution or organization refer the reader to subject areas in which opportunities are available.

The index at the end of this Directory cross references the opportunity by program content.

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# SECTION III

## Index of Primary Sponsors

This portion of the Directory presents an alphabetical list of the primary sponsors of continuing education opportunities for library/information/media personnel.

The term "primary sponsor" is used to indicate the provider responsible for the major planning and presentation of a continuing education opportunity.

Immediately following the address for each provider, the pages are listed on which opportunities are presented for each provider.

Sponsors should be contacted directly for specific current information.

For each program listing in Section I the name of the person to contact about a given program and the phone and address are given.

## INDEX OF PRIMARY SPONSORS

ADP Management Training Center, 1900 E Street, N.W., Washington, DC 20415, 34, 35, 37, 39, 41, 43, 45, 47, 49, 51, 52, 54, 56
Alabama Public Library Service, 6030 Monticello Drive, Montgomery, AL 36130, 249, 298
American Library Association, Academic Freedom Group, 50 E. Huron Street, Chicago, IL 60611, 184
American Library Association, Association of College and Research Libraries, 50 E. Huron Street, Chicago, IL 60611, 263, 266
Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, DC 20036, 2
Ball State University, Department of Library Science, 2000 University Avenue, Muncie, IN 47306, 90, 115, 116, 181, 195, 218, 281
Brigham Young University, Department of Family and Local History Studies, 3212 HBLL, Provo, UT 84602, 152
Catholic University of America, Graduate Department of Library and Information Science, Washington, DC 20064, 1, 3, 4, 5, 6, 23, 26, 58, 63, 64, 73, 103, 122, 124, 148, 150, 156, 158, 161, 171, 176, 179, 188, 189, 190, 191, 216, 229, 231, 233, 258, 294
Central Missouri State University, Department of Library Science and Instructional Technology, Warrensburg, MO 64093, 92, 142, 143, 285
Clarion State College, School of Continuing Education, Clarion, PA 16214, 170, 244, 255, 289
Colorado Library Association, Technical Services Roundtable, P.O. Box 10518, Denver, CO 80210, 71
Dalhousie University, School of Library Service, Halifax, Nova Scotia, Canada B3H 4H8, 213, 227
Drexel University, School of Library and Information Science, 32nd and Chestnut Streets, Philadelphia, PA 19104, 78, 96, 133, 147, 223, 271, 308
Eastern Michigan University, McKenny Union, Ypsilanti, MI 48197, 305
Emory University, Division of Librarianship, Atlanta, GA 30322, 28, 192, 261
Highline Community College, South 240th and Pacific Highway, So., Midway, WA 98031, 187, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211
Kent State University, School of Library Science, Room 314, Library, Kent, OH 44242, 67
Kutztown State College, Department of Library Science, Kutztown, PA 19530, 95, 97, 98, 165, 197
Long Island University, Palmer Graduate Library School, C.W. Post Center, Greenvale, NY 11548, 293

Louisiana Library Association JMRT/CE Committee, P.O. Box 131, Baton Rouge, LA 70821, 301
Louisiana State University, Graduate School of Library Science, Library, Staff Lounge, Baton Rouge, LA 70803, 9
Messiah College, Learning Resources Center, Grantham, PA 17027, 102
Miami University, Institute for Business and Educational Services, Oxford, OH 45056, 14, 15
National Archives and Records Service, Washington, DC 20408, 24, 25
New Jersey State Library, 185 West State Street, Trenton, NJ 08625, 300
North Carolina Central University, School of Library Science, Durham, NC 27707, 77, 175, 273
Queens College, Graduate School of Library and Information Studies, 64-15 Kissena Blvd., Flushing, NY 11367, 117
Rosary College, Graduate School of Library Science, 7900 W. Division Street, River Forest, IL 60305, 16, 29, 60, 69, 74, 75, 87, 88, 106, 107, 155, 166, 167, 172, 173, 174, 193, 217, 267, 268, 269, 270, 280, 291, 314
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Saint Elizabeths Hospital, The Circulating Library, 2700 Martin Luther King, Jr., Avenue, Washington, DC 20032, 65
Sam Houston State University, University Library, UL 306, Huntsville, TX 77341, 81, 99, 120
Southern Illinois University, College of Education, Carbondale, IL 62901, 278, 311
State Library of Pennsylvania, Bureau of Library Development, Box 1601, Harrisburg, PA 17126, 79, 135, 172, 186, 212, 309
State University of New York, School of Library and Information Science, Albany, NY 12222, 119
Texas State Library, Library Development Division, Box 12917 Capitol Station, Austin, TX 78711, 183, 224, 225, 272
University of Arizona, Graduate Library School, Tucson, AZ 85719, 145
University of California, Berkeley, University Extension and the School of Library and Information Science, Berkeley, CA 94720, 84, 112, 121
University of California, Los Angeles, School of Library Science, Los Angeles, CA 90007, 33, 236, 243
University of Chicago, Graduate Library School, 1100 E. 57th Street, Chicago, IL 60637, 59, 89, 125, 154, 313
University of Delaware, Delaware Division of Libraries, Dover, DE 19901, 105

University of Denver, Graduate School of Librarianship and Information Management, BW124, Denver, CO 80208, 62, 68, 85, 160, 215, 235, 248, 257, 260, 262, 264, 274, 275, 277, 310
University of Georgia, Department of Educational Media and Librarianship, Athens, GA 30602, 137
University of Maryland, College of Library and Information Services, College Park, MD 20742, 10, 12, 13, 21, 30, 31, 76, 91, 108, 110, 138, 140, 163, 168, 214, 220, 251, 253, 283, 296, 315
University of Michigan, School of Library Science and University Extension Service, Ann Arbor, MI 48109, 17, 127, 128, 303
University of Peurto Rico, Graduate School of Librarianship, Box 21906, Rio Piedras, Puerto Rico 00931, 80
University of Southern California, School of Library Science, Los Angeles, CA 90007, 113, 240, 246
Virginia State Library, 12th and Capitol Streets, Richmond, VA 23219, 82
Western Michigan University, School of Librarianship, Waldo 2061, Kalamazoo, MI 49008, 32, 61, 164, 238

## SECTION IV

## Individual Leaders of Continuing Education Opportunities

This section presents, in two different ways, those who actually lead the continuing education programs.

First there is a list of leaders arranged alphabetically by their last names.

Second, there is a list of leaders arranged under the subject areas in which they offer programs.

In each of these two lists the pages are given after the names of the leaders on which the specific programs can be located in Section I.

In all there is a faculty of one hundred and sixty-four persons involved in the presentation of the programs reported.

Through these lists, providers of continuing education can locate individuals who are experienced in leading opportunities of the type they may wish to offer.

# ALPHABETICAL LIST OF FACULTY MEMBERS

# OF

# CONTINUING EDUCATION PROGRAMS

Allen, K., Assistant Dean for Transfer Programs, Waubonsee Community College, 217
Anderson, Barbara E., Editor of Publications and Chief Documentalist, Lockheed, 121
Angione, Pauline, Lecturer, Graduate Library School, University of Chicago, 125
Armstrong, Helen, Map Librarian, University Library, University of Florida, 215
Avram, Henriette, Director, Network Development Office, Library of Congress, 179
Axel-Lute, Paul, Documents Librarian, Rutgers University, 194

Barrette, Dr. Pierre P., Assistant Professor of Information Science, Southern Illinois University, 278
Beaubien, Anne K., Instructor, School of Library Science, University of Michigan, 303
Bose, Dr. Anindya, Associate Professor/Director of Computer Access Laboratory, Graduate School of Library and Information Management, University of Denver, 248
Brace, W., Associate Professor, Graduate School of Library Science, Rosary College, 155, 270
Brandhorst, Ted, Director, ERIC Processing & Reference Facility, 266
Bremmer, Ev, National Federation of Indexing and Abstracting Services, 175
Brooks, Harry F., Director, Institute for Business and Educational Services, Miami University, 14, 15
Burgess, Robert, Program Coordinator, School of Library and Information Science, State University of New York, 119
Burke, Frank G., Adjunct Instructor, College of Library and Information Services, University of Maryland, 30, 214
Butler, Anne, Librarian, Alston, Miller, and Gaines Law Firm Library, 192

Carroll, Dr. Hardy, Associate Professor, School of Librarianship, Western Michigan University, 61
Carter, Jane Robbins, Dean, Graduate School of Library Science, Louisiana State University, 9
Cartwright, Kelley L., Assistant Professor, Graduate School of Library and Information Science, University of California, Los Angeles, 33
Chelton, Mary K., Assistant Professor, Graduate School of Library and Information Studies, Rutgers University, 316

Cheronfsky, Jacob, Director/Editor/Publisher, AB Bookman's Weekly, 262
Chobot, Mary, Lecturer, Graduate Department of Library and Information Science, The Catholic University of America, 5
Cohen, Herbert C., Director of Professional Data Services, Information Handling Services, 235
Conaway, Frank, Lecturer, Graduate Library School, University of Chicago, 154
Cooke, Dr. Bette L., Head of Department, Department of Library Science & Instructional Technology, Central Missouri State University, 285
Costabile, Salvatore L., Adjunct Lecturer, University of Maryland, 296
Cox, Dorothy, Assistant Professor of Educational Media, Southern Illinois University, 311
Cunningham, William, Lecturer, College of Library and Information Services, University of Maryland, 251
Cylke, Frank Kurt, Chief, Division of Blind and Physically Handicapped, Library of Congress, 4, 148, 150

Dalton, Phyllis, Library Consultant, Graduate School of Library and Information Management, University of Denver, 160
Daugherty, Richard, Director of University Libraries, University of Michigan, 116
Davis, R., Associate Professor, Graduate School of Library Science, Rosary College, 173, 269
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DiSalvo, Joseph, School of Library Science, University of Michigan, 127, 128
Duran, Daniel F., Adjunct Professor, Graduate School of Library and Information Science, University of California, Los Angeles, 236
Dyer, Dr. Esther, Assistant Professor, Graduate School of Library and Information Studies, Rutgers University, 101, 288

Eastlick, John, Professor Emeritus, Graduate School of Library and Information Science, University of Denver, 68
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Feldman, Mary K., Head, Cataloging Section, U.S. Department of Transportation, 73
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Foyle, James K., Assistant Professor, Graduate School of Library and Information Management, University of Denver, 259

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Geiser, Elizabeth, Adjunct Professor, Graduate School of Library and Information Management, University of Denver, 260
George, Mary W., Instructor, School of Library Science, University of Michigan, 303
Greene, Ellin, Associate Professor, Graduate Library School, University of Chicago, 89
Greer, Roger C., Community Analysis Research Institute, School of Library Science, University of Southern California, 17, 240
Griffin, H., Director, Technical Information Services, Argonne National Laboratory, 60, 180
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Hollingsworth, Anne, Media Consultant, Texas State Library, 224, 225
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Li, Dr. Richard, Professor, Graduate School of Library Science, Rosary College, 69, 193, 267
Liesener, James W., College of Library and Information Service, University of Maryland, 12, 277, 283
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Tom, Dr. Chow Loy, Associate Professor/Director, Graduate School of Library and Information Management, University of Denver, 85
Trezza, Alphonse, Executive Director, National Commission on Librarians and Information Science, 158

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Viola, Dr. Herman, National Anthropological Archives, Smithsonian Institution, 23, 26
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Wright, Keith C., Dean, College of Library and Information Services, University of Maryland, 163

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# LIST OF INDIVIDUAL FACULTY MEMBERS
# OF CONTINUING EDUCATION PROGRAMS
# BY CONTENT AREAS

## ACADEMIC LIBRARIANSHIP

Person, Dr. Ruth J., Assistant Professor, Graduate Department of Library and Information Science, The Catholic University of America, 1

## ADMINISTRATION AND MANAGEMENT

Brooks, Harry F., Director, Institute for Business and Educational Services, Miami University, 14, 15

Carter, Jane Robbins, Dean, Graduate School of Library Science, Louisiana State University, 9

Chobot, Mary, Lecturer, Graduate Department of Library and Information Science, The Catholic University of America, 5

Cylke, Frank Kurt, Chief, Division of Blind and Physically Handicapped, Library of Congress, 4

Johnson, Dr. Kerry A., Assistant Professor, University of Maryland, 10

Liesener, James W., Professor, College of Library and Information Services, University of Maryland, 12

Person, Dr. Ruth J., Assistant Professor, Graduate Department of Library and Information Science, The Catholic University of America, 7

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Rizzo, Dr. John, Professor, Western Michigan University, 13

Stone, Dr. Elizabeth W., Chairman, Graduate Department of Library and Information Science, The Catholic University of America, 5

Webster, Duane E., Director, Office of Mangement Studies, Association of Research Libraries, 3

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Smith, Eleanor, Adjunct, Graduate School of Library and Information Studies, Rutgers University, 19

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Reynolds, M. M., Professor, University of Maryland, 21
Smith, Eleanor Touhey, Consultant, 22

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Burke, Dr. Frank, Director, NHPRC, University of Maryland, 30
Grimsfed, David, Professor of History, University of Maryland, 31
Hart, Carroll A., Director and Archivist, Georgia Department of Archives and History, 28
Massie, Larry B., Assistant Director, Archives and Regional History Collection, Western Michigan University, 32
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Carroll, Dr. Hardy, Associate Professor, School of Librarianship, Western Michigan University, 61
Cartwright, Kelley L., Assistant Professor, Graduate School of Library and Information Science, University of California, Los Angeles, 33
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## SECTION V

## Summary Statistics

This section shows the number of programs offered, the number of faculty involved, the number and type of providers offering programs.

It also presents, in rank order, the number of courses in major content areas.

Also included is a tabulation of the methods of teaching and the modes of presentation used in the programs presented.

Providers were invited to submit listings of opportunities which have as their goal the enhancement of skills, knowledge, or performance as developed for library/information/media personnel. Regular courses which are offered for B.A., B.S., Ph.D. and other degree programs were not solicited. However, programs designed specifically for practitioners after entrance into the field, such as Post-MLS courses and programs, were eligible for entry. Institutes, workshops, and other continuing education programs sponsored by associations and government agencies were eligible for inclusion.

# SUMMARY STATISTICS OF CONTINUING EDUCATION PROGRAMS FOR LIBRARY/INFORMATION/MEDIA PERSONNEL

## NUMBER OF PROGRAMS, SPONSORS, AND FACULTY

There were 242 continuing education opportunities reported. These were developed by 48 primary sponsors. This term -- "Primary Sponsors" -- is used to indicate the provider responsible for major planning, presentation, and record keeping relative to a given program.

Of these sponsors, 58 per cent were library/information/media education schools or departments in colleges and universities. State library agencies sponsored 15 per cent of the listed programs, library/information/media associations sponsored 6 per cent of the programs, and 21 per cent were sponsored by various other agencies.

The providers listed a total of 164 different faculty members. However, the actual number of persons involved in presenting the programs listed is greater than this, as a substantial number of providers did not list specific faculty members.

A summary of the number of programs, sponsors, and faculty is presented in Table 1.

TABLE 1

## Continuing Education Opportunities Included in the 1980 Directory for Library/Information/Media Personnel

| | |
|---|---|
| Number of Programs Reported | 242 |
| Number of Primary Sponsors[1] | 48 |
| Categories of Sponsors: | |
| Library/information/media education programs in colleges and universities | 28--58% |
| State Library Agencies | 7--15% |
| Library/information/media associations | 3--6% |
| Other | 10--21% |
| Colleges/Universities (other than library/information/media programs) | 7 |
| Federal Agency | 2 |
| Hospital | 1 |
| Number of Faculty Involved | 164 |

[1] The term "primary sponsor" is used to indicate the provider responsible for the major planning and presentation and record keeping of a continuing education program.

## GEOGRAPHICAL LOCATION OF PROGRAMS

Opportunities were reported from twenty-one states, the District of Columbia, Peurto Rico, and Nova Scotia, Canada. The number of opportunities reported by states/provinces presents the following pattern.

| State | No. of programs Reported |
|---|---|
| District of Columbia | 49 |
| Illinois | 35 |
| New Jersey | 23 |
| Pennsylvania | 23 |
| Maryland | 21 |
| Colorado | 16 |
| Washington | 15 |
| California | 9 |
| Michigan | 9 |
| Indiana | 7 |
| Texas | 7 |
| Georgia | 4 |
| Missouri | 4 |
| New York | 3 |
| North Carolina | 3 |
| Ohio | 3 |
| Alabama | 2 |
| Louisiana | 2 |
| Nova Scotia | 2 |
| Arizona | 2 |
| Delaware | 1 |
| Peurto Rico | 1 |
| Utah | 1 |
| Virginia | 1 |
| | Total: 242 |

## SUBJECT CONTENT COVERED IN PROGRAMS

Opportunities are listed in the Directory under 67 different subject headings, selected because they follow the general pattern of catagories used in the annual directory issue of the Journal of Education for Librarianship, published by the Association of American Library Schools. For the convenience of the user, a number of specialized areas have been added to that list. The providers choose the main entry under which their programs are to be listed and have the option of indicating other subject headings under which they would like their offerings cross referenced in the index. Table 2 presents the rank order of the number of programs by subject areas by main entry; Table 3 shows the rank order of subject areas, including the cross reference notations.

Looking at Table 2, it is found that the four most frequently used subject areas are:

| | |
|---|---|
| Automation and Data Processing | 18 |
| Library Technicians, Programs for | 15 |
| Children, Materials and Services for | 14 |
| Administration and Management | 11 |

An interesting change in this years directory was the appearance of the heading Library Technicians, Programs for among the top three subject areas, in the 1979 directory it did not appear as a subject area only as a cross reference. Administration and Management has been near the top in frequency since the 1976 Directory was published.

TABLE 2

Rank Order of Subject Areas, by Main Entry

| | |
|---|---|
| Automation and Data Processing | 18 |
| Library Technicians, Programs for | 15 |
| Children, Materials & Services for | 14 |
| Administration and Management | 11 |
| Cataloging & Classification | 11 |
| School/Media Librarianship | 11 |
| Archives | 9 |
| Data Bases | 9 |
| Media: Design, Production | 9 |
| Continuing Education | 8 |
| Reference | 8 |
| Law Librarianship | 7 |
| Young Adults, Materials & Services for | 7 |
| Educational Technology | 6 |
| Bibliotherapy | 5 |
| Handicapped, Materials and Services for | 5 |
| History of Books, Printing and Libraries | 5 |
| User Orientation and Education | 5 |
| Information Systems and Networks | 4 |
| Medical Librarianship | 4 |
| Public Librarianship | 4 |
| Adults, Materials and Services for | 3 |
| Communications | 3 |
| Government Documents | 3 |
| Indexing and Abstracting | 3 |
| Minorities, Materials and Services for | 3 |
| Aging, Materials and Services for | 2 |
| Conservation & Preservation of Library Materials | 2 |
| Evaluation (Techniques & Methods) | 2 |
| Federal Librarianship | 2 |
| Human Resources, Development | 2 |
| Map Librarianship | 2 |
| Oral History | 2 |
| Public Relations | 2 |
| Publishing | 2 |
| Rare Book Librarianship | 2 |
| Trustees | 2 |
| Academic Librarianship | 1 |
| Buildings and Facilities | 1 |
| Business Information | 1 |
| Career Development | 1 |
| Church Librarianship | 1 |
| Communication of Knowledge | 1 |
| Dissemination | 1 |

TABLE 2 (Continued)

| | |
|---|---|
| Geneological Reference Service | 1 |
| Governmental Relations Pertinent to Libraries | 1 |
| Information Management | 1 |
| Information Science | 1 |
| Intellectual Freedom | 1 |
| Interlibrary loan | 1 |
| Introduction to Librarianship | 1 |
| Librarianship | 1 |
| Literacy | 1 |
| Literature | 1 |
| Manuscripts | 1 |
| Microforms | 1 |
| Needs Assessment | 1 |
| Networking | 1 |
| Organization & Management | 1 |
| Paperless Technology | 1 |
| Research | 1 |
| Selection & Acquisition of Library Materials | 1 |
| Special Librarianship | 1 |
| Storytelling | 1 |
| Systems Analysis | 1 |
| Technical Services | 1 |
| Videotapes & Videodiscs | 1 |

TABLE 3

Rank Order of Subject Areas, Including Cross References

| | |
|---|---|
| School/Media Librarianship | 29 |
| Administration and Management | 27 |
| Continuing Education | 25 |
| Automation and Data Processing | 22 |
| Children, Materials and Services for | 22 |
| Public Librarianship | 21 |
| Library Technicians, Programs for | 20 |
| Media: Design Production | 20 |
| Cataloging and Classification | 17 |
| Introduction to Librarianship | 17 |
| Reference | 16 |
| Archives | 15 |
| Data Bases | 15 |
| Information Science | 13 |
| Information Systems and Networks | 13 |
| Young Adults, Materials and Services for | 12 |
| Selection and Acquisition of Library Materials | 11 |
| Research | 9 |
| Communications | 8 |
| Educational Technology | 8 |
| Human Resources Development | 8 |
| Law Librarianship | 8 |
| User Orientation and Education | 8 |
| Education of Librarianship | 7 |
| Handicapped, Materials and Services for | 7 |
| Bibliography | 6 |
| History of Books, Printing and Libraries | 6 |
| Indexing and Abstracting | 6 |
| Special Librarianship | 6 |
| Systems Analysis | 6 |
| Technical Services | 6 |
| Academic Librarianship | 5 |
| Bibliotherapy | 5 |
| Budgeting and Finance | 5 |
| Conservation and Preservation of Library Materials | 5 |
| Evaluation (Techniques and Methods) | 5 |
| Public Services | 5 |
| Rare Book Librarianship | 5 |
| Adults, Materials and Services for | 4 |
| Disadvantaged, Materials and Services for | 4 |
| Government Documents | 4 |
| Medical Librarianship | 4 |
| Minorities, Materials and Services for | 4 |
| Needs Assessment | 4 |
| Publishing | 4 |

TABLE 3 (Continued)

| | |
|---|---|
| Storytelling | 4 |
| Federal Librarianship | 3 |
| Governmental Relations Pertinent to Libraries | 3 |
| Information Counseling | 3 |
| Institutionalized, Materials and Services for | 3 |
| Networking | 3 |
| Oral History | 3 |
| Public Relations | 3 |
| Training | 3 |
| Trustees | 3 |
| Aging Materials and Services for | 2 |
| Communication of Knowledge | 2 |
| Intellectual Freedom | 2 |
| Map Librarianship | 2 |
| Reprography | 2 |
| Serials Control | 2 |
| Study tour | 2 |
| Appraisals of Book Collections | 1 |
| Bibliographic access | 1 |
| Buildings and facilities | 1 |
| Business Information | 1 |
| Career Development | 1 |
| Church Librarianship | 1 |
| Community College Librarianship | 1 |
| Community Involvement | 1 |
| Dissemination | 1 |
| Energy Conservation for Libraries | 1 |
| Geneological Reference Service | 1 |
| Gifted Children, Materials and Services for | 1 |
| History of Maps | 1 |
| Information Broker | 1 |
| Information Management | 1 |
| Interlibrary Loan | 1 |
| International | 1 |
| Learning | 1 |
| Librarian as Learners Advisor | 1 |
| Librarianship | 1 |
| Library as a Social organization | 1 |
| Library Associates, Programs for | 1 |
| Literacy | 1 |
| Literature | 1 |
| Manuscripts | 1 |
| Microforms | 1 |
| Native Americans, Materials and Services for | 1 |
| Puppetry | 1 |
| Records Management | 1 |
| Spanish speaking, Materials and Services for | 1 |

## TABLE 3 (Continued)

| | |
|---|---|
| State Library Agency Work | 1 |
| Videotapes & Videodiscs | 1 |

## METHODS OF INSTRUCTION USED

Table 4 presents a tabulation of the different methods of instruction used in the courses/activities reported. As many offerings use more than one method, there are many more methods listed than the total of programs (242).

Seventy-three per cent of the programs used the lecture method, which, along with discussions (59%), reading materials (41%), overhead projection (33%), and films (30%) ranked as the top five methods used. All of these except overhead projection and films were the same three reported as the most frequently used in the 1977, 1978, 1979 Directories.

Another trend that can be noted from studying this table, is the increase in the use of audiovisual techniques, this year over last year. If overhead projection, films and TV or videotapes are grouped together, it is found that they are listed in 92% of the courses/activities. When the same three methods are grouped together for last year, the total is only 74 per cent.

Recent developments in the area of adult education conclude that for the most part, adults are voluntary learners and demand different teaching methodologies from those effective with children. One of the new directions that is being advocated for adult learners is that greater emphasis should be placed on methodologies that will tap the accumulated growing reservoir of experience that adults have, which

## TABLE 4

### Rank Order of Methods of Instruction Used in 242 Continuing Education Opportunities As Reported by Providers: 1980

| Methods of Instruction | No. of times listed by providers | Percent of 242 programs |
|---|---|---|
| Lectures . . . . . . . . . . . . | 178 | 73 |
| Discussions. . . . . . . . . . . | 143 | 59 |
| Reading Materials. . . . . . . | 101 | 41 |
| Overhead projection. . . . . . | 81 | 33 |
| Films. . . . . . . . . . . . . . | 74 | 30 |
| Question and answer. . . . . . | 60 | 25 |
| Case study materials . . . . . | 53 | 22 |
| Audio tapes or cassettes . . . | 44 | 18 |
| Slides/film strips . . . . . . | 40 | 16 |
| Laboratory work. . . . . . . . | 39 | 16 |
| On-site visits . . . . . . . . | 38 | 16 |
| Panel presentations. . . . . . | 34 | 14 |
| Problem sets and exercises . . | 33 | 14 |
| TV or video tapes. . . . . . . | 31 | 13 |
| Field Experience . . . . . . . | 28 | 11 |
| Role-playing . . . . . . . . . | 24 | 10 |
| Simulation methods . . . . . . | 23 | 9 |
| Games. . . . . . . . . . . . . . | 18 | 7 |
| Computer assisted instruction. | 15 | 6 |
| Team Teaching. . . . . . . . . | 13 | 5 |
| Diagnostic tests . . . . . . . | 10 | 4 |
| Personalized system of instruction. . . . . . . . . | 6 | 2 |
| Demonstrations . . . . . . . . | 4 | 2 |
| Picture boards . . . . . . . . | 3 | 1 |
| Programmed instruction . . . . | 2 | 1 |
| Exhibits . . . . . . . . . . . | 1 | .01 |
| Telephone. . . . . . . . . . . | 1 | .01 |

becomes a bridge for new learning. This would indicate that there should be frequent use of such techniques as case studies, simulation exercises, role-playing, projects, work sessions, problem oriented discussions. Examination of Table 4 seems to indicate that greater use should be made of these types of techniques and less reliance placed on lectures; but it is interesting to note that these methods of instruction have not markably increased over the last year, but the use of audio-visual techniques is up nearly 20%.

Turning to the type of scheduling provided by the sponsors (Table 5), it is encouraging to see that over one-third are offered on a regular basis each year so that people can plan ahead for their learning experiences. The study of andragogy--the art or science of helping adults learn--also indicates that adults prefer to learn at their own time and pace. But the opportunities being offered on a traditional type of intermittent pattern have dropped to 19% as compared to 40% scheduled in 1979. The trend now seems to be to offer courses on a regular basis (36%) or on demand (21%). Also, over the last ten years, surveys have consistently shown that librarians have been requesting learning experiences that travel. Therefore, it is disappointing to see that only 1% of the opportunities reported employ this method.

Over half of the opportunities reported relied on formalized classroom presentations. However, Penland has found

## TABLE 5

### Rank Order of Modes of Learning Used in 242 Continuing Education Opportunities for Library/Information/Media Personnel as Reported by Providers: 1980

| Modes of Learning | No. of Times Listed | Per cent of 242 programs |
|---|---|---|
| Type of Scheduling | | |
| Offered on a regular basis each year | 89 | 36 |
| Offered on demand | 50 | 21 |
| Offered on an intermittent basis | 47 | 19 |
| Offered only once | 33 | 14 |
| Offered on a continuous basis | 28 | 11 |
| Not specified | 7 | 3 |
| Circuit | 2 | 1 |
| Format in which Opportunity is Presented | | |
| Classroom presentations | 139 | 57 |
| Workshops | 71 | 29 |
| Seminars | 38 | 16 |
| Institute | 18 | 7 |
| Cassettes/Tapes | 10 | 4 |
| Tutorial | 9 | 4 |
| TV or TV/Classroom | 8 | 3 |
| Independent Study | 6 | 2 |
| Internship/Practicum | 5 | 2 |
| Home Study | 3 | 1 |
| Clinic | 2 | 1 |
| Study Tour | 2 | 1 |

that the least acceptable location for adults for learning is the classroom setting.[1]

## TYPE OF TARGET AUDIENCE

Table 6 indicates the type of target audience for which the providers indicated the programs were designed. Seventy-two per cent said that their programs were for librarians with an MLS degree or more. Fifty-three per cent indicated that operating librarians without an MLS degree could be served by their programs. Continuing library education for library/information/media personnel should include all levels of personnel. It is encouraging to note a 6% increase in programs reported for library technicians and for paraprofessionals over last years findings. The two groups of special users most frequently mentioned were administrators (20%) and middle managers (23%). In the "Other" catagory were included archivists, record collectors, teachers, parents, historians, library educators, volunteers, and prison inmates. Six programs (2%) indicated that they were open to "anyone interested."

Generally speaking there tends to be a higher level of learning experience if programs are planned with specific audiences in mind. Table 6 seems to indicate that many opportunities were planned without taking into account that adult learners perceive the goals of a learning experience to

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[1] Penland, R. Patrick, Self-Planned Learning in America (Pittsburgh, PA: University of Pittsburgh, 1978).

## TABLE 6

### Rank Order of Type of Audiences for Which Continuing Education Programs Were Designed

| Type of Audience | No. of Programs | Per cent of 242 programs |
|---|---|---|
| Librarians with MLS degree or more | 176 | 72 |
| Operating Librarians without MLS degree | 130 | 53 |
| Middle Managers | 57 | 23 |
| Administrators | 48 | 20 |
| Media Specialists | 46 | 19 |
| Library Technicians | 37 | 15 |
| Paraprofessionals | 35 | 14 |
| Information Science Specialists | 29 | 12 |
| Technical Information Specialists | 26 | 11 |
| Students | 20 | 8 |
| Clericals | 17 | 7 |
| Others | 15 | 6 |
| Trustees | 13 | 5 |
| Teachers | 10 | 4 |
| No target audience | 6 | 2 |
| Library Users | 6 | 2 |
| Library Educators | 2 | 1 |

be their goals and would like to accept a share of the responsibility for planning and operating a learning experience, thus acquiring a feeling of commitment toward it. This is very difficult to achieve, if the spread of interests of the participants is too wide.

## LEVEL OF PROGRAMS

As indicated in Table 7, the greatest number of offerings reported were designed for a beginning or basic level (44%). Twenty per cent were planned for an advanced level, and twenty per cent for an intermediate level.

Last year, 48 offerings were reported at an advanced level (25%). Another difference this year is the smaller number, 13% as compared to 24% last year, that did not designate the level at all. On the surface, this seems to be an area which fluctuates from year to year. It has been shown that if beginning, intermediate and advanced levels of participants are all mixed together, no group is apt to have its expectations about a program satisfied. Due to this, the trend toward more specified levels of difficulty is a definite advantage.

## CREDIT OFFERED

The pattern of credit offered for the opportunities reported is presented in Table 8. Fifty-five per cent of the courses/activities offered graduate credit to those who have completed the work satisfactorily. Twenty-three per cent

## TABLE 7

Level of Difficulty of Continuing Education Programs for Library/Information/Media Personnel: 1980

| Level of Difficulty of Programs | Number | Per cent of total programs: 242 |
|---|---|---|
| Basic or introductory | 108 | 44 |
| Advanced | 49 | 20 |
| Intermediate | 49 | 20 |
| Degree of difficulty not indicated | 31 | 13 |
| Suitable for all levels | 5 | 3 |
| TOTAL | 242 | 100 |

## TABLE 8

Type and Number of Credits Awarded for Completion of Continuing Education Programs for Library/Information/Media Personnel by 48 Providers of 242 Programs

| Type of Credit | No. of times specified | Per cent of total No. of programs |
|---|---|---|
| Academic graduate credit | 133 | 55 |
| No credit given for program | 67 | 27 |
| Post MLS Certificate credit | 56 | 23 |
| Audit, including no credit option | 39 | 16 |
| Continuing Education Units | 37 | 15 |
| Undergraduate academic credit | 28 | 11 |
| Information not provided | 17 | 6 |

specified that credit might be applied toward a Post MLS certificate. Twenty-seven per cent offered no credit and sixteen per cent offered a no credit option or audit option.

For fifteen per cent of the activities reported, a participant might, if he or she wished, receive Continuing Education Units (CEU's). This is about a six percent drop from twenty-one per cent in 1979.

## SUMMING UP

One of the ways to chart our progress in the profession in the area of continuing education is to have a national repository of data about what is happening--what opportunities are being offered, to whom and where, what modes of learning are being used and with what effectiveness. But charting our course and learning from it can only be done if providers of continuing education supply information about their programs. The information presented in this section is only a small portion of what is happening in the field, and, therefore, no firm conclusions can be reached. Forms and reports are not enjoyable activities for anyone, but we hope that an ever increasing number of providers will send information about their programs so that researchers and planners in the field will have enough information to help the profession produce the kinds of learning experiences that are necessary to develop flexible adults able to cope with a changing world and competent to give optimal service to the public.